

## Volunteer/Intern Assignment Description

<b>Job Title</b> Historic Preservation Internship, State Hospitals	<b>Department</b> Health and Specialty Care System / State Hospitals
<b>Reports To</b> Diedra Clark	<b>Location</b> Rusk State Hospital

### Purpose

The State Hospital's Historic Preservation Program seeks a current college student, or current graduate student who is interested in a wide range of mental health preservation services that include analyzing materials, oral histories, preserving collections, archival management and accessibility, and collections availability. This position will provide an opportunity for the intern to gain experience and familiarity in areas such as evaluating, preserving, and arranging records and documents, accession/deaccession and provenance of materials, collections management, and mental health archives. Data will include review of tangible antiquities, reports, ledgers, and oral histories. The student will be provided an existent opportunity in appreciation for the history of mental health services and recovery.

### Educational Requirements

Full time student in good standing actively pursuing a bachelor's degree or higher at an accredited college or university. For those working toward a bachelor's degree, prospective interns must minimally be classified as a sophomore with a minimum cumulative G. P. A. of 3.0 on a 4.0 scale. A focus on History, Public History, Archival Science, Library Science, Psychology/Research, Political Science, Sociology or Curatorial Studies is preferred, but not required.

### Experience Requirements

Demonstrated ability and knowledge with archival and conservation tools and equipment, including those that aid in digital archival efforts. Demonstrated ability and experience in computer skills including use and understanding of Microsoft Outlook, Excel, Word, Power Point and Access.

### Other Requirements

Other requirements include: Interest in social services history, architectural history or the relationship between archeology and preservation of mental health service history. Effective verbal, written and interpersonal communication skills with a high attention to detail. Ability to work independently as well as within a team environment. Occasional professional communication and interaction with internal and external stakeholders. Internal stakeholders include both staff and residents. Ability to work virtually. Effective time management skills. Positive attitude. Internet and Phone access.

### Duties

Manage and maintain accession/deaccession and provenance of collections. Support material procurement. Create data records for use in describing and analyzing collections, oral histories and artifacts. Research and evaluate functionalities of historical antiquities. Prepare collections for availability including virtual and in person. Serve as a resource to the Peer Support Client Worker Preservation Program.

### Time Requirements

A minimum commitment of 12 hours per week is required. The internship will start at a mutually agreed upon date and may continue further depending on mutual interest and satisfactory performance.

<b>HIPPA Training Required</b> <input type="radio"/> Yes <input type="radio"/> No	<b>PHI Form Completed (SSLC only)</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Computer Security Required</b> <input type="radio"/> Yes <input type="radio"/> No
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Salesforce Volunteer Database Assignment for Entry Purposes (for SSLC and State Hospital only)

Historic Preservation Internship, State Hospitals

☐ **Supersedes all previous position descriptions**

<b>Date Approved</b>	<b>Approved By</b>	<b>Title</b>
<b>Department</b>	<b>Facility Name</b>	

