



**Internship title:** Digital Collections Specialist

**Organization:** SolarSPELL (Solar Powered Educational Learning Library)

**Location:** Tempe/Remote

**Type of internship:** Non-paid; part-time

**Application deadline:** March 21st

**Start date:** June 1st

**Description:**

SolarSPELL is seeking a digital collections specialist intern to assist in library maintenance of collections in the SolarSPELL library. In particular, SolarSPELL is seeking a candidate with experience in digital collections. Ideal candidates will be pursuing a Master's in Library and Information Science (or equivalent degree).

SolarSPELL is an offline digital library designed to bring educational content to resource-constrained locations that may lack electricity, Internet connectivity, and/or traditional libraries. The SolarSPELL library emits an offline Wi-Fi hotspot, to which any Wi-Fi capable device (smartphones, tablets, laptops) can connect and browse the expansive content for free.

More information on SolarSPELL can be found here: <http://solarspell.org>

This internship offers an exciting opportunity to contribute to improving the quality of educational information available to students and teachers around the world, whose schools may lack Internet connectivity, electricity, and/or traditional libraries. Your contributions will be brought to the field and used by teachers and students, within months of your internship!

Interns will be expected to attend a new intern orientation over Zoom. Ideal candidates will be detail-oriented and self-starters.

Internship duties will include the following:

- Digital asset management
- Reviewing collections for weeding
- Identifying content need areas

- Assist in ongoing standardization of keyword library

**How to apply:** If you are interested in applying for this position, please submit a resume and cover letter to Courtney Finkbeiner at [courtney.finkbeiner@asu.edu](mailto:courtney.finkbeiner@asu.edu). All documents should be in PDF format and follow the naming style of [LastName\_FirstName\_DesiredPosition]