Position title: SolarSPELL Library Metadata Intern

Organization: SolarSPELL (Solar Powered Educational Learning Library)

Location: Tempe Campus - Remote

Start date: June 1st

Type of internship: non-paid; part-time

Application deadline: March 21st

Description:

SolarSPELL is seeking an intern to assist the Metadata Specialist and Library Specialist in cleaning and organizing the metadata for our library collection of over 4000 resources. The intern will perform detailed tasks that require a high level of precision and patience. They will also assist with tagging our content with relevant data and preparing it to be added to our library database. Interns should have prior experience in organizing and cataloging data, and should have an interest in working with large amounts of data.

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. High-quality metadata in our library database translates to a high-quality library for our users to access. Your contributions will be brought to the field and used by teachers and students, potentially 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:

- Learn metadata tagging standards for the SolarSPELL project
- Assist with metadata tagging of new and current library resources
- Assist with standardizing data to ensure all fields are complete
- Cross-reference resources to avoid duplicates
- Verify copyright permission of the resources
- Proficient with Google applications (i.e. Sheets, Docs, etc.)
- Ability to efficiently learn new software for data entry and organization
- Ability to work well independently
- Extremely detail-oriented and organized

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. All documents should be in PDF format and follow the naming style of [LastName_FirstName_DesiredPosition]