



**Internship title:** Digital Collections Specialist

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

**Location:** Tempe/Remote

**Type of internship:** Non-paid; 10-15 hours per week

**Application deadline:** November 14th; applications will continue to be accepted and reviewed every week until the position is filled.

**Start date:** January 6th

**Description:**

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

SolarSPELL is an educational initiative at Arizona State University that combines appropriate technology, relevant content, and local capacity building. We work to build internet-ready skills and improve educational opportunities around the world. Our offline digital library is 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 WiFi hotspot, to which any WiFi 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.

Interns will have the opportunity to manage one of SolarSPELL's library collections for the semester. Collections include East Africa, Pacific Islands, Latin America, Health,

and Agriculture. Please specify in your application if you have any relevant interest or experience related to one of the collection types.

Internship duties will include the following:

- Digital asset management
- Reviewing collections for weeding
- Identifying content need areas
- Assist in ongoing standardization of keyword library
- Work with other student interns for library curation and metadata tagging

**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]