



Internship title: Digital Collections Specialist

Organization: SolarSPELL (Solar Powered Educational Learning Library)

Location: Tempe and/or Remote

Type of internship: Non-paid; 10 hours/week

Application deadline: April 24th; applications will be reviewed weekly after this date until the position is filled

Start date: May 25th

Description:

SolarSPELL is seeking a digital collections specialist intern to assist in library development and maintenance of various 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). Proficiency in Spanish, Arabic, or French is not required but will aid a candidate to manage those collections, in addition to our English language collections.

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.

Internship duties will include the following:

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

Essential qualifications:

- Experience with digital collections
- Working knowledge of copyright and creative commons

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]