



## Digital Collections Specialist

**Internship title:** Digital Collections Specialist

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

**Location:** Tempe and/or Remote

**Type of internship:** For credit or non-paid; approximately 10 hours per week

**Application deadline:** applications will continue to be accepted and reviewed every week until the position is filled; please submit your application at least two weeks before the start date listed below.

**Start date:**

- **Fall 2024:** August 21, 2024
- **Spring 2025:** January 13, 2024
- **Summer 2025:** May 19, 2024

**Description:**

SolarSPELL is seeking a digital collections specialist intern to assist in library development and maintenance of our region-specific educational 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). Prior experience with sustainability, information literacy, digital literacy, or gender equity in a global context may be relevant and should be noted in your application.

SolarSPELL is a global educational initiative at Arizona State University that combines solar-powered 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 freely surf thousands of resources that are carefully curated and continually improved to meet local information needs.

The general English educational collection includes 6000 resources focused on various topics meant to supplement textbooks and curriculum for elementary, middle and high school students and teachers in various communities around the world. Future development of the collection will expand to include collections that support our Peace Corps partners as well as SolarSPELL's cross-cutting themes: sustainability, gender equity in a global context, and information and digital literacy.

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 electricity and/or access to the Internet. 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. Ideal candidates will be detail-oriented, self-starters, and have a desire to work for a department that serves communities from all over the world.

**Internship duties will include the following:**

- Digital asset management
- Cataloging digital resources
- 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

**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 Cassie Barrett at [cbarre38@asu.edu](mailto:cbarre38@asu.edu). All documents should be in PDF format and follow the naming style of [LastName\_FirstName\_DesiredPosition]