



SolarSPELL®



Digital Collections Specialist

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

Location: Tempe and/or Remote

Type: Unpaid or for credit | ~10 hours/week

Eligibility: Open to all students and universities; international students welcome.

(Counts as on-campus experience for ASU students—**no OPT/CPT required.**)

Application Deadline: January 9, 2025

Applications will be reviewed weekly on a rolling basis until the positions are filled.

Start Date: January 12th, 2026

Description:

SolarSPELL is seeking Digital Collections Specialist Interns to support the development and maintenance of our region-specific educational collections within the SolarSPELL digital library. This position offers a unique opportunity to gain hands-on experience in digital librarianship while contributing to global education and sustainability initiatives.

We are especially interested in candidates with experience in digital collections management and who are currently pursuing a Master's in Library and Information Science (MLIS) or a related degree. Experience or interest in sustainability, information equity, or gender equity in a global context is highly valued and should be highlighted in your application.

About SolarSPELL

SolarSPELL (Solar Powered Educational Learning Library) is a global educational initiative based at ASU. We create offline, solar-powered digital libraries designed for areas with little to no access to electricity or internet. Our libraries provide a WiFi hotspot that enables free access to curated educational resources via any smartphone, tablet, or laptop.

SolarSPELL's collections are continually updated and tailored to meet the local information needs of teachers, students, and communities around the world.

SolarSPELL's collections contain thousands of curated resources that supplement textbooks and curriculum for elementary through high school students and teachers,

agriculture extension workers, and health care workers. Future collection development will include resources to support Peace Corps and global community partners and materials focused on SolarSPELL's cross-cutting themes: Gender equity & inclusion, Sustainability, and digital and information literacy.

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

Key Responsibilities

- Attend a new student orientation and participate in an end-of-semester presentation
- Attend regular meetings to discuss updates and questions with SolarSPELL's librarian, as well as other team members
- Manage and organize digital assets
- Catalog digital resources and ensure accurate metadata
- Review and assess existing collections for relevance and quality (weeding)
- Identify content gaps and recommend new materials
- Support standardization and enhancement of the keyword library
- Collaborate with fellow interns on content curation and metadata tagging initiatives
- Help support new library-related projects as they arise

Ideal Candidate

- Experience with digital collections or digital asset management
- Working knowledge of copyright, Creative Commons licensing, and related intellectual property concepts
- Strong attention to detail and organizational skills
- Ability to work independently and collaboratively
- Globally minded and eager to support communities around the world

How to Apply

- Submit your application here: <http://bit.ly/SPELL-SP26>
- Upload a **resume and cover letter in PDF format** using the naming convention: [LastName_FirstName_DesiredPosition]

For questions, contact SolarSPELL's Student Engagement Coordinator, Cassie Barrett, at cbarre38@asu.edu