Position Title:
Public Services Internship (unpaid) – Howard University School of Law Library

Closing Date:
No closing date, rolling application process.

Position Description:
Are you looking for an exciting internship that will provide you with the skills necessary to help you obtain a full-time academic Public Services librarian position after graduation? Are you interested in gaining experience with legal materials at an academic law library, furthering the cause of a social justice driven HBCU, or assisting a multilayered user-base consisting of law faculty, law students, the whole multidisciplinary Howard University community, and the public?

If any of that resonates, the Howard University School of Law Library in Washington, D.C. wants to hear from you! For more information, check out our website (currently in redevelopment): http://library.law.howard.edu/index

Internship hours are flexible and can be arranged to fit your schedule. You will be a member of the small, dynamic Public Services team and will be able to make an enormous contribution to the work we do. This is a wonderful opportunity to gain academic and public-facing, specialized information services experience at one of Washington, D.C.’s highly regarded law schools!

Intern responsibilities will include working directly with the Research and Instruction Librarian and the Access Services Librarian on the following, or similar, projects:

- Assist with updating current LibGuides, researching and proposing content for future LibGuides, and other public services projects as needed.
- Research, identify, and collect historically significant information, or social justice focused information to be used in future social media campaigns. Document library happenings, draft messages for Facebook, Twitter, and Instagram, and schedule messages for future release.
- Review HUSL Prison Mail Program, assist with writing procedures manuals, research other academic law library’s prison mail programs, all geared toward providing HUSL Librarians with recommendations for how to streamline our process.
- Audit library shelf inventory, including updating shelf labels and signage, and creating an interactive map of the library collection for inclusion on the Library’s website.
- Participate in Alma Cloud-Based Library Services Platform maintenance, as well as other circulation and access services projects as needed.
Experience/Skills:

- Candidates must be currently enrolled in, or may have recently finished, within the last 6 months, a library or information science graduate program, with an interest in public-facing library services such as reference, research, and instructional services.
- Some knowledge of, and interest in, the U.S. legal system or access to justice issues.
- Excellent written and oral communication skills, aptitude for organization, and comfortable with Microsoft applications.
- Ability to effectively use technology, write for the Web, and experiment with Web-based platforms to add to a team culture of creating innovative library solutions.
- Service-oriented, with superb interpersonal skills.
- Some Law library experience or familiarity with legal materials preferred, but not required.
- The ability to frequently lift and carry 10-25 lb. boxes and lift, reach, and bend with ease.
- Must have dependable transportation to our Van Ness, Washington, D.C. location (we are metro accessible, located within walking distance of the Van Ness metro station).

Timing/Duration/Pay:

Fall Internships last for a maximum of 1 semester, and will require a maximum of 15 hours per week. This unpaid internship position is for college credit, as coordinated by the intern with their university, or experience only.

Application Deadline:

No closing date, rolling application process.

Application Process:

Please send your cover letter, resume, and two references to: victoria.capatosto@law.howard.edu

Virtual/Telework Option Available:

Available, but dependent upon the project.
Limited to a maximum of 8 hours, out of the overall maximum of 15 hours, each week.