

**Red Lake Nation College  
Tribal Archives Internship**

**Position: Red Lake Tribal Archives Intern**

**Supervisor: Floyd Jourdain, Director of Equity, Cultural Education, and Archives**

Hours Available: 10 hours per week

Wage: \$15 per hour

In person, Location: Red Lake

Deadline: Open until filled

**Duties and responsibilities: (Training will be provided)**

- Inventory and cataloging of Archival material
- Digitize documents and audio materials
- Abide by the Policies and Procedures of Red Lake Tribal Archives and RLNC
- Use the correct protocols when handling archival material
- Work in the Tribal Archives inventory spreadsheet
- Other assigned tasks
- Communicate about activities, questions, and results to Archives staff

**Skills/Qualifications:**

- Handle Archival materials with care and respect
- Familiarity with google apps or willing to learn
- Ability to work independently
- Good organization
- Good communication skills
- Punctuality

**Education:**

- Must be currently enrolled at Red Lake Nation College with at least 9 credits.

**To apply:**

- send an email with your RLNC internship application and send it to Floyd Jourdain, [floyd.jourdain@rlnc.edu](mailto:floyd.jourdain@rlnc.edu)

**For more information contact:** Floyd Jourdain, 218-866-2407, [floyd.jourdain@rlnc.edu](mailto:floyd.jourdain@rlnc.edu)