

**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
- 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

For more information contact: Floyd Jourdain, 218-866-2407, floyd.jourdain@rlnc.edu