

Department:	Library
Position Title:	Collections Intern
Reports to:	Benjamin Barton

Minimum Qualifications:

Perfect position for students majoring in History/Political Science or those interested in preserving the history of Brenau. Requires good writing skills.

Duties and Responsibilities:

Process collections in the Archives (training provided). Create displays; organize materials; help bring order to the work room.

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 5-10 pounds on a regular basis and 20 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.