

Internship Opportunities at the UIC Richard J Daley Library

Spring 2025

History Intern at the Richard J Daley Library

Daley Library

Project Description:

Working in the various divisions of the UIC Richard J Daley Library, the intern will gain hands-on experience with the day-to-day work of the library in reference, instruction, and collections, conduct informational interviews with library staff, produce digital research guides and learn about other library practices to suggest where ours can be improved. This is a great opportunity for students who might be interested in library and information science or in gaining a better understanding of how libraries support history research.

Requirements:

- Must be punctual and communicate changes in their schedule in advance.
- Good writing and verbal communication skills
- Perform their assigned tasks with thoroughness and attention to detail
- Basic computer skills (e.g., MS Excel spreadsheet)
- Knowledge of the history of UIC and/or sports would be a plus.

Application Due: ASAP

Internship Duration: Minimum of 10 hours of work per week (for 15 weeks) to earn 3 credit hours toward their history major. Must be able to work between Monday-Friday, 8:30 am – 5:00 pm

Application Instructions:

Send résumé and cover letter to History Liaison Librarian Jeff Wheeler,
jwheel9@uic.edu

Intern at Special Collections & University Archives [INTERN APPLICATION PROCESS CLOSED]

Project Description:

The Intern would be responsible for creating a research guide highlighting collections from Special Collections and University Archives on the topic of UIC's site selection. The Intern will identify archival collections that hold documents on the topic and create a bibliography to be placed in a research guide on the UIC Library's website. This project will be on-site at the Richard J. Daley Library. The Intern will receive training on working with archival materials and writing descriptions and the University Archivist will meet with them weekly.

Requirements:

- Research skills and an understanding of historical methods. Prior research experience using primary archival resources is preferred but not required
- Must be punctual and communicate changes in their schedule in advance.
- Must have good written and verbal communication skills
- Ability to execute and meet deadlines
- Ability to perform their assigned tasks with thoroughness and attention to detail.
- Excellent interpersonal skills and a willingness to try new things.

Internship Duration: Minimum of 10 hours of work per week (for 15 weeks) to earn 3 credit hours toward their history major. Must be able to work between Monday-Friday, 8:30 am – 5:00 pm

Application Due: Nov 8th

Application Instructions:

Send résumé and cover letter to Leanna Barcelona, barceln2@uic.edu