

POSITION:	Catherine Schroeder Graf Heritage Intern
PURPOSE:	The Catherine Schroeder Graf Heritage Intern will have the opportunity to build skills in the areas of object identification, research, cataloguing, and exhibition while interacting with members, volunteers and staff.
CLASSIFICATION:	Full time
DEPARTMENT(S):	Kappa Kappa Gamma Foundation
REPORTS TO:	Archivist/Museum Director
QUALIFICATIONS AND SKILLS:	<p>The ideal candidate is currently pursuing a bachelor’s degree in history or education. It is recommended that the applicant have a GPA of 3.0 or above on a 4.0 scale.</p> <p>She should have relevant coursework and/or projects, strong communication and analytical skills, and established work ethic and ambition.</p>
DESCRIPTION OF DUTIES:	<p>Assist the Archivist/Museum Director with projects in the archives. Assist with various projects at The Stewart House. Increase the awareness about the historic significance of Kappa Kappa Gamma and the work done in the archives and at The Stewart House. Increase the number of programs that deal specifically with Kappa’s history, women’s history, and the period in which the Fraternity was founded. Work on programs for chapters and alumnae associations (document and multimedia). Gain experience in working with historic collections (e.g., photographs, multimedia, objects, and paper-based items) and possible preparation of objects for display, travel, loan, and storage.</p> <p>At the end of the summer, each intern is requested to provide a detailed written report that gives specific information about the experience gained and service performed. The intern may be asked to create and present training to the Kappa Kappa Gamma Headquarters staff on a project of her choice. The Archivist/Museum Director should approve the topic.</p>