

**Summer 2018 Internship - Glen Cove Community Development Agency  
Records Management/Archival Management**

The Glen Cove Community Development Agency is seeking to fill a summer internship for a student interested in career development in the area of Management of Information Systems, Archives and Records Management Program. The position will report to Ann Fangmann, AICP ~ Executive Director of the Community Development Agency and other CDA staff as required. The intern will support the Agency in its indexing and archival retrieval system of the Agency's documents and files dating back to 1968. It should be noted that an initial archival project was undertaken in 2010 and the records management room/system needs updating and a user friendly index system for location and retrieval of records.

Internship Location: Glen Cove City Hall, 9 Glen St., Glen Cove, NY 11542

Candidate should meet the minimum requirements as follows:

- \* Require a minimum of 14 hours per week (Monday and Friday preferable due to workstation availability, but we are most definitely flexible), and a commitment of 3 months to administer the project.
- \* Must be a student seeking to gain experience for credit in the studies of Management of Information Systems, Archives and Records Management.
- \* MS Office skills including excel spreadsheet creation to develop an inventory system indexing the archived files organized by the intern and CDA staff.

The CDA Executive Director and staff will mentor and support the intern to ensure a worthwhile educational experience, and provide necessary oversight and documentation to meet school credit guidelines, if needed. A stipend of \$20 per day will be paid to the intern for meal/travel expense.

Email resume and schedule availability to Camille Byrne, [cbyrne@glencovecda.org](mailto:cbyrne@glencovecda.org)  
Applicants will undergo an interview with the Executive Director and successful applicants will be asked to submit a letter of reference from an academic advisor/professor as well as a professional reference.

5/1/18 rev.