



# **Pennsylvania**

## **House of Representatives**

### **Archival Records Internship**

The Pennsylvania House of Representatives, through the Bipartisan Management Committee, is sponsoring an Archival Records Internship at the State Capitol in Harrisburg. The internship is an opportunity to work directly with the historical records and materials of the House of Representatives. Students will have the opportunity to apply classroom knowledge to real work situations while exploring career options.

#### **OVERVIEW**

This 13-week internship is open for full-time seniors, second semester juniors or graduate students and is offered three times a year: spring, summer and fall semesters. The internship is full-time (37.5 hours per week) during the summer semester and full OR part (minimum 20 hours/week) time during the spring and fall semesters. Academic credit is set up by the individual college/university. Students must be a Pennsylvania Resident or attend a Pennsylvania college or university and have at least a 3.0 GPA. Supervision of this internship is through Jesse Teitelbaum, Associate Archivist.

#### **EXAMPLES OF WORK**

- The description and preservation of Historical House documents
- The creation of finding aids and user guides to assist House researchers
- Original historical research on the House of Representatives
- Collection of Oral histories and related materials of elected officials

#### **HOW TO APPLY**

Please send included application to:

Jesse Teitelbaum, Programs Coordinator  
Pennsylvania House of Representatives  
House Post Office  
P.O. Box 202220  
Harrisburg, PA 17120-2220  
717-787-4458  
[jteitelbaum@pabmc.net](mailto:jteitelbaum@pabmc.net)

All applications must include a resume, official college/university transcript, a writing sample and two letters of recommendation. Please feel free to contact Jesse Teitelbaum with your questions.

# Pennsylvania House of Representatives

## Archival Records Internship Application

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**Please type.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College/University \_\_\_\_\_ School Phone \_\_\_\_\_

Your school address (if different from home address) \_\_\_\_\_ E-mail address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

You are currently a \_\_\_\_2<sup>nd</sup> semester junior; \_\_\_\_\_ senior; \_\_\_\_\_ graduate student

Expected date of graduation \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_

Awards, interests, hobbies, etc. \_\_\_\_\_

\_\_\_\_\_

Will you receive credit for this internship? Yes \_\_\_\_\_ No \_\_\_\_\_ Unsure \_\_\_\_\_

If so, supervising Faculty \_\_\_\_\_

\_\_\_\_\_

Please attach your resume, official college/university transcript, a writing sample and two letters of recommendation and mail to:

Jesse Teitelbaum, Programs Coordinator  
Pennsylvania House of Representatives  
House Post Office  
P.O. Box 202220  
Harrisburg, PA 17120-2220  
(717) 787-4458

***Please note:** Completion of this application does not guarantee acceptance into the Archival Internship Program. Employment with the House of Representatives is "at-will" and either the House or the employee may terminate the employment relationship at any time for any reason. All employees are subject to a criminal background check. The Archival Internship Program is committed to equal access for all persons, without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status*