



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, Director of Archives
Pennsylvania House of Representatives
House Post Office
P.O. Box 202220
Harrisburg, PA 17120-2220
717-783-3866
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

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 ____²nd 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, Director of Archives
Pennsylvania House of Representatives
House Post Office
P.O. Box 202220
Harrisburg, PA 17120-2220
(717) 783-3866

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