

**HAVERFORD COLLEGE LIBRARIES
ON-CAMPUS EMPLOYMENT
Summer 2014**

Job Title: Summer Internship in Special Collections, Library

Reports to: Special Collections Staff

Hours per week: 35 hours *

Hours of Operation: 9am – 5pm

Duration of Employment: 11 weeks: May 19 – Aug 1

Number of positions: 1 opening

Job Description:

Working with the diaries and manuscript collection of Thomas Scattergood (1748-1814), the student intern will create an online exhibit which invites the public to explore these diaries and to see them in context.

Scattergood was a Philadelphia-area Quaker, known as the “melancholy prophet,” who felt called to the ministry and traveled extensively in the United States and Great Britain. While in Britain, Scattergood visited The Retreat, a hospital which advocated the moral treatment of the mentally ill; this inspired him to encourage Philadelphia Yearly Meeting to create a mental health facility in Philadelphia. This led to the founding of Friends Hospital, now the Scattergood Foundation, the first privately run psychiatric hospital in the United States. Many of the papers of Friends Hospital are also held in Special Collections.

Responsibilities include:

- Working closely with the Special Collections staff
- Research with the Scattergood diaries and related collections
- Assist in determining the scholarly focus of the exhibit
- Plan & create an online exhibit featuring images from these materials and the interpretive text

Qualifications:

- Promptness, accuracy, dependability
- Ability to work independently and in a team
- Excellent English-language written and oral communication skills
- An interest in history, material culture and/or public health
- Ability to go up and down stairs, ladders, and step stools
- Freedom from dust allergies
- Basic computer literacy
- Spread sheet, database, web design competency (desirable)

To Apply:

Send your application to Sarah Horowitz, shorowitz@haverford.edu by no later than April 25, 2014; applications will be reviewed as they are received. Applicants should fill out the application form found online. Please include a short statement (500 words or less) describing why you are interested in this internship and why you think it would be a good fit for you. Under the work experience section make sure to include any experience working with special collections materials or digital projects.

Please Note:

It is an 8 hour work day with a 1 hour unpaid lunch and 2 15-minute breaks. The Library will be closed for Memorial Day and July 4. You must agree to work the full term in order to be hired.

Applicants will be notified of their status as soon as the position is filled.