



## CRTC Historical Internship

### WANT TO BUILD USEFUL SKILLS FOR YOUR FUTURE? AS AN INTERN FOR CRTC YOU CAN, HERE'S HOW:

As an intern at the Cold Regions Test Center (CRTC) in the Historical Section, you will be helping research the rich history of CRTC, Fort Greely, and the surrounding Delta area. You will build skills with computers, MS EXCEL, research, and organizing, which will help you in school and in future employment. Duties for the internship are as follows:

1. Scanning and electronically archiving historical reports/plans to create electronic searchable documents
2. Organizing all scanned documents by year and report number to make finding/searching easier
3. Physically relocate hard copies of files/cabinets and other media to and from the library for reorganization and storage
4. Assisting to dispose of any documents or materials no longer in use
5. Helping research newspapers, online, and via other media for reference material
6. Aid in conducting interviews and gathering information from the local members of the community

Learning how to research and document findings are useful skills in nearly any job and will help you prepare for any major you choose in college. This internship will give you the opportunity to learn important life skills and get a sneak peak into local history at the same time.



#### DURATION OF INTERNSHIP:

▶ JAN THROUGH MAY

#### NUMBER OF CREDITS EARNED:

▶ 0.5

#### WORK HOURS REQUIRED:

▶ 75 HOURS

NOTE: Students will be exposed to cold weather when walking from main building to library, the following cold weather attire is recommended:

Gloves (liner and glove)  
Hats  
Scarves/balaclava  
Cold weather jacket  
Mid-weight layers  
Thick winter socks  
Winter boots

#### Contact Information:

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