

## **Archive Research Project for United Way of Champaign County's 100<sup>th</sup> Anniversary Spring 2023**

United Way of Champaign County is looking for 1-2 interns to assist with an archive review project in the spring of 2023, in preparation for a community-wide 100<sup>th</sup> Anniversary marketing campaign and celebration in the fall of 2023 and spring of 2024.

### **What you'll be working on:**

- Review of News Gazette and University of IL archives for mention/record of United Way of Champaign County work
- Coordinating volunteer help pending information found/assistance needed (staff will handle most of this)
- Determining what could be best used for marketing efforts
- Arranging information found by topic or chronologically
- Writing summaries based on findings

### **What you'll get:**

- A flexible schedule
- Opportunities to network with staff at libraries and community organizations
- A chance to review United Way of Champaign County's 100-year history
- Archive and research experience

### **Required:**

- Enrollment in the BS degree program in the School of Information Sciences
- Enrollment in the iSchool practicum course IS249
- Ability to work independently
- Effective communication skills
- High level of organization
- Ability to lift boxes weighing up to 30 lbs.(possibly)

### **Preferred:**

- Archive experience
- Interest in historical records and narratives

### **Location:**

Urbana Free Library, Urbana  
United Way of Champaign County, Savoy

### **To apply:**

Email resume and cover letter to [mary@unitedwaychampaign.org](mailto:mary@unitedwaychampaign.org)  
Subject line: Practicum application