



GENERAL DESCRIPTION:

The Adopt a World War I Soldier Project Intern (WWI Intern) will work with the Dakota County Historical Society (DCHS) staff, WWI Project Committee and volunteers to complete a master database of men and women that served from Dakota County during World War I.

After conducting research for the “Dakota County During World War I” exhibit, it was discovered there is no complete list of WWI veterans. This project intends to create a more complete list of veterans, as well as biographical information for each person that served. Volunteers will use the list of approximately 1,300 men and women from Dakota County that served and choose up to five names to conduct research on. Each volunteer will have up to 30-days to complete the research and submit the materials found to the WWI Intern and Project Committee. The WWI Committee will verify the research submitted and process it to be included in the final database. Volunteers can then select up to five more names to complete additional research.

The WWI Intern will primarily work with the WWI Committee to verify the research and process for inclusion in the final database. The WWI Intern will be responsible for scanning all paper documents to be included in the digital database created for each man or woman that served. They will also store and organize the digital database and files according to DCHS standards. The WWI Intern may be asked to assist with general research, or assist researchers with questions they have, during project open houses.

If time allows, the WWI Intern will be asked to create short biographies for the men and women utilizing the research submitted by volunteers.

Upon successful completion of the internship, as outlined with DCHS and your educational institution, you will be eligible to receive class credits for the work completed. Based on your educational institution’s requirements, the amount of work-time required for class credits may vary.

DUTIES AND RESPONSIBILITIES:

I. Verify Research – 10%

- a. Accept research files from volunteers
- b. Open documents to verify the necessary questions have been answered
- c. Check to ensure citations are complete and appear to be accurate, with no errors
- d. Pass information on to WWI Committee for final review and inform of any potential errors

II. Scan Documents – 40%

- a. After research is verified by WWI Committee, scan any paper documents submitted
- b. Ensure all scanned materials are named according to standards set for project
- c. Include scanned files with all digital files submitted by the volunteer
- d. Work with WWI Committee to scan other documents within research files that will be needed for project’s completion

- e. If required, scan newspaper documents from database to allow easier accessibility by volunteers

III. Organize Digital Files – 40%

- a. Each researcher will be provided a DCHS issued flash drive to store files
- b. Ensure all documents on flash drive, both given to and submitted by volunteers, are named accordingly and to standards set for project
- c. Transfer files to server for storage and inclusion in database
- d. Work with WWI Committee to ensure all files are stored properly, as outlined for project

IV. Update Database – 5%

- a. Use information submitted by volunteers to update the database appropriately
- b. Work with WWI Committee to update additional items in database provided by the committee

V. Write Biographies – 5%

- a. As time allows, identify men and women that served with a significantly interesting story
- b. Utilize research submitted to write a biography of the man / woman
- c. Identify areas that can use further research
- d. If time allows, conduct the research

Classification

Paid / Unpaid - Unpaid

Intern / Volunteer - Intern

Average hours/week – 15 for 10 weeks

May require evening or weekend hours

Skills and Experience

Minimum Education – High School Diploma

Required – excellent communication & writing skills; must be able to work in a team, as well as independently; must be able to meet deadlines; must have experience with historical research; must be detail oriented

Desired – strong interest in history and/or education, ability to be flexible

If interested in applying, please send a cover letter and resume outlining your qualifications and ability to complete the project.

To apply online, send to: dakotahistory@co.dakota.mn.us – include in the subject line “WWI Project Intern.”

To apply via mail, send to: Matt Carter

Dakota County Historical Society
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