



**Weill Cornell
Medicine**

Medical Center Archives

New York-Presbyterian

Internship Announcement

The Medical Center Archives at NewYork-Presbyterian/Weill Cornell Medicine is hiring one paid intern to help preserve, arrange, and describe unique historical collections documenting the history of a premiere medical center and the second oldest hospital in the United States.

NewYork-Presbyterian/Weill Cornell Medicine:

The NewYork-Presbyterian/Weill Cornell Medical Center originated from an affiliation agreement between The Society of the New York Hospital (chartered in 1771) and Cornell University Medical College (founded in 1898). The medical center first opened its doors in the fall of 1932.

Established in 1972, the Medical Center Archives preserves the records of the NewYork-Presbyterian Hospital/Weill Cornell Medical Center, as well as affiliated and predecessor institutions, and makes these materials available for use by students, faculty, staff, and the public. In addition to institutional records, the Archives holds approximately 300 collections of papers and manuscripts from noted associates. In total, the Archives contains more than 7,000 linear feet of papers, records, multimedia, and photographs, which represent a continuous chronicle of health care, scientific research, and medical education dating to 1771.

Description:

The Medical Center Archives Intern will gain experience in preserving, arranging, and describing historical collections according to archival standards and under the guidance of the Technical Services Archivist. The intern will also gain experience in related archival activities, including assisting in preservation rehousing for an early hospital collection and technical services database work.

Schedule and Salary:

Flexible part-time hours (20 hours per week) available Monday-Friday from 9:30-4:30 between September 2022 and May 2023, not to exceed 680 hours. The internship is paid hourly.

Qualifications:

The candidate must be currently enrolled in or have successfully completed an introduction to archives course. The candidate must have experience working with historical materials and have knowledge of archival preservation, arrangement, and descriptive standards. Additionally, the candidate must have experience with the Microsoft Office suite, be organized and able to work independently on tasks, be flexible in changing situations, and be reliable and responsible.

How to apply:

E-mail resume, cover letter, and the names and contact information for two references to librecruiting@med.cornell.edu under the subject line "Medical Center Archives Internship." Applications will be accepted on a rolling basis until May 22, 2022. Upon acceptance, the intern will undergo a health examination (paid for by the department) and complete online programs related to HIPAA and other HR topics, in compliance with institutional policies. COVID-19 vaccination is required for all employees of Weill Cornell Medicine prior to their start date. Employees can request religious and medical exemptions to vaccination, as needed.