

# How to Apply For a Summer 2017 Internship at CHSSC

Please email the following to CHSSC board member Dr. Kelly Fong at [kelfong@ucla.edu](mailto:kelfong@ucla.edu) by April 7, 2017:

- Current CV or resume, including coursework in Asian American Studies, history, museum studies, or related fields.
- One letter of recommendation from a professor or supervisor who can attest to interest in Chinese American/Asian American Studies and/or archival experience.
- 500 word or less essay that explains your background and interest in a CHSSC internship. Essay should address how a CHSSC internship fits within your future academic or career goals. If you have experience working with community organizations, research on Asian American/Chinese American history, and/or working with archival sources, please be sure to include this in your essay.

## Criteria for interns:

- Interns should be undergraduate students whose major and/or coursework shows interest in Asian American history, historic research, archival preservation, museum studies, and/or Asian American communities.
- Student must be a currently enrolled undergraduate who has completed at least two years of college by June 2017. Students graduating in Spring 2017 are eligible.
- Students do not need to reside in LA, but will be required to go to CHSSC headquarters in Los Angeles Chinatown to complete their intern hours.

## Intern duties include:

- A total of 60 hours of work with CHSSC board members, staff, and volunteers over 10 weeks in Summer 2017.
- Interns will primarily work with the CHSSC archives committee on a project to be completed during the internship period. Projects will be related to organizing, cataloging, and preserving the CHSSC archives. Potential projects include databasing CHSSC archival materials; contribute to ongoing efforts to inventory and/or organize the archives; assist with translating Chinese language materials; or helping the archives committee with expanding CHSSC's online archival presence on the Online Archive of California (OAC).
- At the end of the internship, interns will be responsible for writing a short essay about their project that will appear in the CHSSC monthly newsletter, News N' Notes.

The CHSSC internship committee anticipates announcing results in late April.