The W. E. Upjohn Institute for Employment Research
Internship Opportunity

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

The Institute is seeking an **Archival Research Intern** to work with our Research Team on a historical economics project focused on the origin of meritocracy in America and its consequences. This includes collecting information on how college admission requirements have changed over time; documenting changes in state-level standardized testing requirements; locating archival demographic information on local areas; and compiling reports on the distribution of National Science Foundation and National Institutes of Health grants across university systems.

Our Research Team is comprised of 14 Ph.D. researchers spanning social science disciplines conducting original research on labor markets that addresses several core areas: the causes of unemployment and the effectiveness of social safety net programs in mitigating its effects; education and training systems to improve workers' employability and earnings; and the influence of state and local economic development policies on local labor markets. The Institute also assesses emerging trends affecting workers and labor markets in its core research areas.

Summary of Internship

This position is under the supervision and guidance of an Institute Researcher

This position will conduct extensive research into 20th Century federal, state, and local records across the United States. The intern is expected to meet with the supervising Researcher at least every two weeks and provide weekly written updates over email on progress. Responsibilities include finding needed information and then convert it into machine-readable data.

Responsibilities and Tasks

- Finding archival information through library and academic collections
- Contacting university and local administrators for assistance in locating needed information.
- Compiling information into machine-readable format, such as Excel or CSV.
- Converting old text into machine-readable form, such as through OCR or other scanning technology.
- Communicating on at least a biweekly basis on progress in identifying needed information.

Learning Objectives

- Increased experience with using scanning technologies.
- Increase familiarity and ease with translating archival information into data points that can be used in statistical analysis.
- Increased experience with library and academic archival collections.

Necessary Skills and Experience

- Strong preference for candidates with familiarity using cross-disciplinary finding aids and demonstrated experience in searching historical records both analog and digital.
- More general experience with archives and record management systems including:
    - Analog-to-digital conversion and asset management
    - Accessioning, arrangement, and description
    - Dispositioning of records
- Familiarity with searching in databases, online resources, library resources, and archival filing aids. Familiarity with Encoded Archival Descriptions is a plus.
- Bachelors' degree preferred but will also accept significant course work in library science or extensive related work experience.
- Candidates with access to a large research university's library resources are preferred.

Length and Schedule of Internship

The term of the internship is flexible and can be tailored to the availability and needs of the intern. Funding covers one (1) year of work at 20 hours a week, but this can be modified to have the position last over an academic or summer term on either a part-time or full-time basis.

This is a paid internship compensated at $17.73/hour but is negotiable subject to prior work experience and other relevant qualifications.

This position is remote-friendly, although candidates who can come to Kalamazoo, Michigan on a biweekly basis will be given preferential review. In next order of priority will be candidates who live within close proximity to a major airport in the United States, because the job comes with a travel stipend for those cases where on-the-ground data collection efforts are required.

We Will Provide

- Access to academic libraries
- A travel stipend for those cases where data can only be collected in person.
- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment

Expected Outcomes

This project is expected to culminate in at least one peer-reviewed academic paper and a long-form article in the popular press. Intermediate outputs include:

- Quarterly progress reports.
- Digitization of relevant records.
- Compilations of findings into machine-readable datasets.

How to Apply

Interested candidates should submit a cover letter, resume and list of references to HR@upjohn.org by **February 15th, 2023.**