

**BUREAU OF JEWISH EDUCATION OF GREATER BUFFALO
JEWISH BUFFALO ARCHIVES PROJECT**

805 Delaware Avenue, Buffalo, New York, 14209
716-923-0020 (office) ~716-886-7152 (fax)
archivesproject@bjebuffalo.org

**Internship Application for the Jewish Buffalo Archives Project
This is a two page document!**

PLEASE PRINT AND MAIL OR E-MAIL FOR WORD TEMPLATE

**Please Check () Unpaid Fall Semester Internship () Unpaid Spring Semester Internship
() Unpaid Summer Internship**

Date of Application _____
Estimated Start date: [circle year and state day and month] _____ 2010, 2011, 2012

First Name: _____
Last Name: _____

PERMANENT ADDRESS

Number & Street _____
City _____
State _____ Zip _____
Telephone Number (home) _____

College Information

College/University name: _____

Term Time Address, if different from Permanent Address:

Number and Street: _____
Term Phone Number: _____
Cell Number: _____
E-mail Address: _____
Website: _____

Preferred method of contact _____

Year in School: Anticipated Graduation Date _____

State major: Degree Sought _____

Availability to meet/ interview \: _____

Are you planning to Earn Credit for Your Internship? Yes No

If so, name of your supervising faculty member _____

Supervising faculty member E-mail _____

Name of References with contact numbers (PROVIDE TWO – ONE MUST BE ACADEMIC)

I am interested in the following areas of work

- Make inventories list (the heart of the project!) using either Word 98 or Office 2003 or 2007
- Index Oral histories on dedicated computer [Office 2007, Windows XP]
- Creating/maintaining databases in Access/Excel Photocopy fragile items Scan photos

I am familiar with:

- Basic computing Word application Excel application Access application
- Other: Please list: _____
- Web authoring tools Digital cameras Digital recorders
- Other skills: Please list:

I am available: [need 8 to 10 hours per week for credit]

- Mon, 9 to 2pm Thurs, 9 and 2pm

My availability is at none of these times; instead I am available:

No knowledge of Hebrew or Yiddish is required, nor is it a factor in hiring. But if you have either, state which language and reading level.

No knowledge of general Buffalo, or New York History is required, nor is it a factor in hiring. But if you some background, please provide details.

SCHEDULING

The Unpaid Summer Internship program begins June 1. A total of 150 hours is a requirement for credit.

What dates/days will you work?

How many hours or days per week will you work?

OTHER

Tell us how you found out about the Internship Program:

Please attach a resume.

Return to :

**Chana Kotzin, Community Archives Coordinator, Jewish Buffalo Archives Project,
Bureau of Jewish Education, 805 Delaware Avenue, Buffalo, NY, 14209.**

Or email for an electronic version. archivesproject@bjebuffalo.org