

Internship Posting Fall 2017

Organization name	Los Alamos County Library System
Mentor/Contact name	Melissa Mackey
Address	2400 Central Ave.
Phone number	505-662-8258
E-mail address	mj.mackey@lacnm.us
Organization website	www.losalamoslibrary.org
Describe your organization	We are a public library with extensive programming for all ages and large collections of books and other media.
Internship title	Youth Services Intern
Specific days/hours (if applicable)	N/A – to fit schedule of mentor
What will the student learn from the internship?	Project management, technical writing, organization, shelving hierarchy
What does your business need that a student intern can impact?	We need a person to help with overseeing student workers and making sure they understand how and why things are organized the way they are.
What project(s) will the intern work on?	The intern will work with staff to train students and volunteers and to create a training manual about shelving for new students, employees and volunteers.
What skills are required for this internship?	Must have good communication skills and a familiarity with libraries.
What final deliverables will the student produce?	The student will update and produce a manual for student shelvees.
How would you describe the primary purpose of this project? (Select one)	<p>Computer Science/IT</p> <p>Science (Biology, Chemistry, Environmental)</p> <p>Marketing/Communications</p> <p>Project Management</p> <p>Accounting/Finance</p> <p>Other</p>
If "Other", please specify	Click here to enter text.
Any additional information you would like to share?	Click here to enter text.