The Illinois Regional Archives Depository System
Internships for 2021–2022

At These Participating Universities:

Eastern Illinois University  Southern Illinois University
Illinois State University  University of Illinois at Springfield
Northeastern Illinois University  Western Illinois University
Northern Illinois University

Coordinated by: The Illinois State Archives,
A Department of The Office of The Secretary of State

Description of Internship
Seventeen internships are allocated among the seven regional depositories. Interns provide reference services for Illinois Regional Archives Depository (IRAD) holdings of local governmental records, assist in processing and arranging new accessions, and prepare finding aids such as descriptive inventories, container listings, and indexes. Interns are contractual employees of the Secretary of State and must complete a contract. Contracts run for 10 months beginning August 1, 2021, and ending May 31, 2022. Contracts may optionally be extended for the months of June and July.

The internship begins with an intensive training program to be held in Springfield during August. Travel (in-state only) and lodging expenses for this program will be paid by the Archives. Thereafter, each intern is required to perform IRAD duties for 20 hours per week during the internship. Regional depositories are offices of the Secretary of State and shall be open during scheduled hours, except on days the university library is closed.

Compensation
The Illinois State Archives will pay each intern $15.00 per hour for 20 hours of work per week for a monthly income range from $1,200 to $1,380 during the period August 1, 2021, to May 31, 2022.

Academic Requirements
Applicants must have completed work for a bachelor’s degree prior to the starting date of the internship and are required to be enrolled in a graduate program in history, political science (or closely related field), and accepted into the graduate program for the 2021–2022 academic year at one of the seven participating universities. Students applying for IRAD internships should have good academic records during their junior and senior years, or previous graduate or professional study.

Application and Selection Process
To apply for an IRAD internship:

♦ Complete an IRAD Application Form and attach a student vita, transcripts from colleges previously attended, and a letter of recommendation from your graduate department chairperson.
♦ Submit the application and supporting materials to your graduate department chairperson or selection committee at the participating university where you are enrolling.

IRAD Application Forms are available from history and political science departments, the IRAD On-Campus Supervisors listed below, or from: IRAD Office, Illinois State Archives, Norton Building, Springfield, IL 62756. Telephone: 217-782-3645. Applicants will first be screened by their graduate department chairperson or selection committee and then by the IRAD On-Campus Supervisor or Library Director of each of the universities participating in the IRAD program.

IRAD On-Campus Supervisors
Bill N. Schultz, Jr.  Eastern Illinois University  217-581-8457
Jenna Self  Illinois State University  309-438-2864
Frederick Elfrig  Northeastern Illinois University  773-442-4402
Mark Hamilton  Northern Illinois University  815-753-9841
Jamie Qualls  Southern Illinois University  618-536-6613
Thomas Wood  University of Illinois at Springfield  217-206-6520
William Cock  Western Illinois University  309-298-2717

Deadline
May 21, 2021 is the deadline for history and political science departments at participating universities to submit applications and supporting materials to IRAD On-Campus Supervisors.

Jesse White, Secretary of State and State Archivist
THE ILLINOIS REGIONAL ARCHIVES DEPOSITORY SYSTEM
INTERNSHIP PROGRAM
August 1, 2021 – May 31, 2022

Sponsored By: The Illinois State Archives

JESSE WHITE, SECRETARY OF STATE AND STATE ARCHIVIST

APPLICATION

Interns are contractual employees of the Secretary of State and must complete a contract prior to beginning employment. Contracts run for 10 months, beginning August 1, 2021, and ending May 31, 2022. Work begins with a training program to be held in Springfield during August. Travel (in-state only) and lodging expenses for this training program will be paid by the Archives. Thereafter, each intern is required to perform IRAD duties for 20 hours per week during the internship. IRAD Depositories are offices of the Secretary of State and shall be open during scheduled hours, except on days the university library is closed.

I hereby apply for an internship in the Illinois Regional Archives Depository System for the 2021–2022 academic year at:

__________________________________________ University.

Date ______________________________ Signature ______________________________________

NOMINATION

I hereby nominate ________________________________ for an internship in the Illinois Regional Archives Depository System for the 2021–2022 academic year.

The candidate has an undergraduate grade point average of ________
(Minimum acceptable: 2.5 on 4.0 scale)

Date ______________________________ Chairperson ______________________________________

Department __________________________________________

APPROVAL

We approve ___________________________________________ for an internship in the Illinois Regional Archives Depository System.

Date ______________________________ Director, University Library __________________________

Date ______________________________ IRAD On-Campus Supervisor __________________________

See instructions on reverse side.
The Illinois Regional Archives Depository System
Internship Program
August 1, 2021 – May 31, 2022
(Please type or print clearly)

Name ____________________________________________

Complete Current Address ____________________________________________

Complete Permanent Address ____________________________________________

Current Telephone Number ____________________________________________

Permanent Telephone Number ___________________ Cell Phone Number ____________

Social Security No. ___________________________ Birth Date ____________

E-Mail ____________________________________________

Education
Undergraduate Institution ____________________________________________

Field or Major ___________________________ Degree (year) ____________

Graduate Institution ____________________________________________

Field or Major ___________________________ Degree expected (year) ____________

Work Experience

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Scholarships/Awards/Extracurricular Activities
__________________________________________
__________________________________________
__________________________________________
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Personal References*

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

*One reference must be from your graduate department chairperson.
ESSAY

Please explain below how you think this internship will benefit your future career plans and vocational goals.
Letter of Recommendation

Name of Applicant: __________________________________________________________

University Attending: ______________________________________________________

Please evaluate this applicant who is applying for the Illinois Regional Archives Depository System Internship Program.

Name: ____________________________________________ Date: ______________________

Place of employment: _______________________________ Position: __________________

Address: ________________________________________________________________

Please return directly to the IRAD On-Campus Supervisor at the university the applicant will be attending. See reverse side for addresses of IRAD On-Campus Supervisors.