

COMMISSIONERS OF THE LAND OFFICE

Carl Albert Public Internship Program

STUDENT INTERN PROGRAM

(Fall 2016)

The Commissioners of the Land Office (Land Office) is an Oklahoma State Agency created by the original Oklahoma Constitution. The Land Office administers the school land trust funds for the production of income for the support and maintenance of the common schools and the schools of higher education. The Land Office is in charge of funds and proceeds derived from the sale, rental, disposal and management of school lands and other public lands under the rules and regulations prescribed by the Oklahoma legislature.

Five Commissioners have the responsibility of overseeing this trust: The Honorable Governor Mary Fallin; The Honorable Lieutenant Governor Todd Lamb; The Honorable State Auditor and Inspector Gary Jones; The Honorable Superintendent of Public Instruction Joy Hofmeister; and Commissioner, State Board of Agriculture, Jim Reese. The chief administrative officer, Harry W. Birdwell, is the Secretary to the Commissioners of the Land Office.

The CLO maintains a large collection of historic records and documents as part of their long history dating back pre-statehood. The Records Management Department is responsible for the caretaking of these important documents. We have updated our archive collection storage area; as well have instigated partnerships to assist with digitization of our historic records as part of our preservation goals. We assist other members of our staff and the public in research regarding the records and history of the agency.

The CLO archive contains thousands of records that document the land transactions of the agency including original minute books, plat maps, certificates of purchase, patents, lease records, and sales records, just to name a few. We have several records on microfilm/microfiche, in digital format, as well as paper records. A digitization effort is underway to make the historic records of the CLO more accessible to the public, researchers, and staff.

PROGRAM

The Carl Albert Public Internship Program consists of one (1) position for students enrolled in an institution of higher education and working toward a graduate degree in museum studies, library science, or a related field. The position will report directly to the Archivist. The intern will be assigned a variety of entry-level duties.

ELIGIBILITY REQUIREMENTS

- Completed an undergraduate degree;
- Completed at least 6 credit hours of graduate-level coursework in museum studies or library science;
- Maintaining a minimum GPA of 3.0 on a 4.0 scale or 7.0 on a 12.0 scale in all graduate-level coursework; and
- Able to work a minimum of 15 hours per week
(Monday – Friday; 8:00 a.m. - 4:30 p.m.)

JOB DESCRIPTION

The intern will be assigned tasks to complete under the supervision of the Archivist. The intern should be familiar with Microsoft Office Suites; knowledge of museum/library cataloging software or similar database management system and of general collection care procedures and handling. Intern duties in the records management area may include the following:

- Assist in the development of an inventory of agency records and historic ledger books;
- Create condition reports of historic records;
- Assist in the digitizing of agency records and metadata into database;
- Maintain general upkeep of the archives area including temp/humidity control;
- Assist in preparing and organizing working papers;
- Filing and copying; and,
- Other duties as assigned by archivist

APPLICATION REQUIREMENTS

All of the following items must be sent to the CLO, Human Resources Director, for an application to be considered complete:

- A completed and signed application form;
- Verification of current enrollment;
- Official transcript(s) from accredited college or university;
- A résumé; and
- A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

COMPENSATION

The intern pay rate shall be at the discretion of the Secretary of the CLO, and shall be determined based upon the individual intern's experience level and other factors. The pay range is \$10.00 to \$12.00 per hour.

BENEFITS

Interns are not eligible for benefits.

CONDITIONS OF EMPLOYMENT

Any applicant who receives an appointment shall:

- Continue making progress toward an undergraduate or graduate degree;
- Maintain required grade point average and academic standards; and
- Have neither right nor expectation of continued employment with the Commissioners of the Land Office because of participation in this program.

TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION

The CLO Secretary, the Archivist, or the intern may terminate the internship agreement at any time without notice. The CLO Secretary, or the Archivist, may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- Failure to comply with ethics rules
- A prohibited or unacceptable conflict of interest
- Failure to report to work without notifying the appropriate supervisor;
- Consistently failing to work the required minimum number of hours per week;
- Unsatisfactory work performance;
- Failure to maintain confidentiality or objectivity; or
- Loss of funding for the intern program

We will accept applications until 5:00 p.m. on Friday, November 4, 2016. Emailed or original documents may be submitted.

Submit information to:

Debra Sprehe
Human Resources Director
Commissioners of the Land Office
204 N. Robinson, Suite 900 Oklahoma City,
OK 73102
Email: debbie.sprehe@clo.ok.gov