



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

REGISTRAR'S OFFICE INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2025 registrar's office internship. This paid internship will provide the successful candidate with practical experience surveying acquisitions files, consolidating files, and creating database records for artifacts, books, and archival materials. Students studying history, public history, library science, or related topics are encouraged to apply.

Applicants must be at least 18 years old and should be a current student. Applicants for this internship will be required to complete a transcription assignment to be considered for an interview.

Duration: June to August 2025

Academic Level: Undergraduate or graduate

Location: Alabama Department of Archives and History
624 Washington Avenue
Montgomery, Alabama 36130

Hours: Up to 32 hours weekly

Schedule: TBD

HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by COB on February 28, 2025. All paperwork should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, Alabama 36130.

Application form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf