



# Nueta Hidatsa Sahnish College

## Position Description

**POSITION:** NEH Rescue Intern  
**DEPARTMENT:** Agriculture Department  
**ACCOUNTABLE TO:** Food Sovereignty Director  
**PAY RANGE:** \$15 hourly

**CLASSIFICATION:** Part-Time  
**FLSA STATUS:** Exempt

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

### POSITION SUMMARY

Interns will work to fulfill the objectives of the NEH Rescue project which consists of digitizing the special collections/archive in order to broaden access to the collection. Interns will also be required to work 90 hours during the semester to be awarded 2 internship credits or up to 45 hours to obtain 1 internship credit.

### ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Assisting in expanding NHSCs seed library
- Digitizing archival materials
- Conducting quality control of digital assets
- Reviews and corrects oral history transcripts for accuracy
- Creates digital captures using scanning equipment
- Supports metadata efforts and content into special collections
- Conducts original ethnographic studies using archives
- Organization of and directing of interviews with Tribal Elders of MHA Nation
- Participates in a variety of trials and tastings
- Partakes in the seed saving process

### REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

**Knowledge:** Must have working knowledge of Mac and PC based system and software’s.

**Skills:** Must possess excellent written, verbal and interpersonal communication and organizational skills. Applicant must be able multi-task.

**Abilities:** Must exhibit excellent leadership ability. Must be able to perform assigned duties with minimal supervision.

**REQUIRED EDUCATION & EXPERIENCE:**

**Minimum Qualification:** Currently enrolled at NHSC

**Working Conditions:** Frequent lifting and bending. May be exposed to scanner lights, camera flashes, dust and mold at times. Ability to reach high and low shelving within an office environment.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere  
Human Resources Director  
Nueta Hidatsa Sahnish College  
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New Town, ND 58763  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

*Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer*

