Nueta Hidatsa Sahnish College  
Position Description

POSITION: NEH Rescue Intern  
CLASSIFICATION: Part-Time
DEPARTMENT: Agriculture Department  
FLSA STATUS: Exempt
ACCOUNTABLE TO: Food Sovereignty Director
PAY RANGE: $15 hourly

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

Sidney Prospere
Human Resources Director
Nueta Hidatsa Sahnish College
PO BOX 490 / 220 College Dr.
New Town, ND 58763
sprosp@nhsc.edu

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