



INTERNSHIPS & CO-OPS

Connecticut State Museum of Natural History

Website: <http://www.cac.uconn.edu/mnhhome.html>

Internship Title: Museum Intern

Academic Year: 2016 – 2017

Application Period:	Year-Round
Application Process:	Submit all required materials to Leanne Kennedy Harty.(See below for contact information)
Application Materials:	Résumé, Cover Letter
Location:	Connecticut State Museum of Natural History 2019 Hillside Rd, Unit 1023
Eligible class standings:	Freshman, Sophomore, Junior, Senior, Graduate Student
Minimum GPA to participate:	2.00/4.00 <i>(University rules require a minimum 2.00/4.00)</i>
Credit:	The CT State Museum of Natural History is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship here .
Compensation:	Unpaid
Hours:	8-12 hours per week
Additional information:	Training related to data management and fiscal operations will be arranged as needed.

Description of internship provider:

The Connecticut State Museum of Natural History (CSMNH) supports UConn’s fundamental land grant mission, focused not only on generating knowledge, but on applying this knowledge to solve problems and improve the quality of people’s lives. The museum strives to give people of all ages a new and exciting learning experience through their exhibits and presentations.

Description of internship position:

This intern will provide support and assistance in CSMNH member/donor-related administrative activities and business office operations. The position will also give support to the Director with Board of Directors activities. Duties include, but are not limited to coordinating aspects of museum member/donor communications, assisting with data entry and transaction monitoring with Museum Foundation accounts, serving as a resource to staff needing member/donor information and status, working with the director to resolve difficult problems, assisting with mailing initiatives and reviewing information for accuracy and completeness, and assisting with deposit and records management for monetary donations to Museum.

For more information about internships with this department, please contact:

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