

It's All About the Fit



Engaging Student Assistants, Interns,
and Volunteers with ArchivesSpace

Selection

1. Write a position description with duties and qualifications
2. Create a formal application and candidate review process
3. Interview candidates
4. Require candidates to state their goals
5. For unpaid contributors, make sure you pass the “primary beneficiary test”
6. Politely reject applicants, even if they are volunteers

Orientation

1. Host a mandatory orientation session
2. Test their knowledge
 - a. How to conduct research in your repository
 - b. How to describe materials in your repository
3. Emphasize critical importance of their work

Placement

1. Gauge their interests and skill sets
2. Change their duties over time

Management and Mentorship

1. DOCUMENTATION
2. Check early, check often
3. Break up projects
4. Build in quality assurance
5. Schedule regular meetings
6. Tell them why
7. Positive reinforcement