



Job Description

Job Title: Records Management Intern
Division: Corporate Governance
Reports To: Governance and Records Manager
Grade Level: 12
FLSA Status: Non-Exempt
Employment Status: Part Time
Work Schedule: 21 hrs/wk (Monday, Tuesday, Wednesday)

Job Summary

Under the direction of the Records Manager, the intern will compile all SDA signed Board, Schools Review, Audit and Real Estate Committee Minutes for delivery to State of New Jersey Archives, in compliance with the State of New Jersey Department of State Division of Revenue and Enterprise Services for delivery to the State Archives. Duties will also include training on the SDA Document Archive System (DAS) to identify and record contents of recalled off-site storage inventory into the DAS record.

Essential Duties and Responsibilities

1. Compile/identify and box all Board and Committee hard copy minutes clearly identifying contents of each box for delivery to the New Jersey State Archives.
2. Work within the SDA Document Archive System (DAS, System) to update and verify offsite-storage facility, Vital Records Control, newly assigned bar code numbers within the System.
3. Upload box/tube description of paperwork from recalled off-site SDA inventory in the DAS

Required Skills and Abilities

1. Ability to work independently
2. Strong organizational and follow-through skills
3. Proficient in Word and Excel

Required Education and Experience

1. High School Diploma or GED
2. Three to six years managing and filing documents for a large organization preferred

Physical Demands

Ability to lift boxes weighing approximately 30-40 pounds.

Certificates and Licenses Required

None Required