

**Stone Ridge School of the Sacred Heart (Bethesda, MD)  
Processing Archivist Intern (part-time) Job Posting**

Stone Ridge is seeking a Processing Archivist Intern (part-time) to begin on June 1, 2017.

Stone Ridge School of the Sacred Heart, a member of the international Network of Sacred Heart Schools, is a Catholic, independent college preparatory school for girls, Grades 1-12, with a co-educational Early Childhood Program, Pre-Kindergarten, and Kindergarten. With over 700 students and rooted in the *Goals* of Sacred Heart education, Stone Ridge inspires young women to **lead and serve**, through lives of **purpose** that integrate **faith, intellect, community, social action, and personal growth** in an atmosphere of wise freedom.

The Processing Archivist Intern works on a part-time basis in support of the Director of Institutional Advancement and the Director of Marketing and Communications at Stone Ridge. As the School prepares for its Centennial Celebration in 2023, it seeks to employ a Processing Archivist Intern to advise the School on best practices for institutional archives in alignment with the Goals and Criteria of Sacred Heart Education. S/he works directly with the development and communications staffs to arrange, create, and re-house institutional records and to advise on appropriate software for cataloguing this institutional memory. S/he implements basic preservation methods, identifies materials in need of repair and conservation, and prioritizes for future preservation efforts. S/he trains and assists volunteers, as available, in handling, organizing, and processing archival materials.

The ideal candidate has experience working in independent and/or Catholic schools and possesses a Bachelor's degree in a related field. S/he has knowledge of archival theory and practice with a strong understanding of current technologies in the field. S/he demonstrates a collaborative spirit, excellent writing and organizational skills, and an acute attention to detail.

The Processing Archivist Intern is paid at an hourly rate that is commensurate with experience. Interested candidates should complete the online employment application at <https://www.stoneridgeschool.org/srapplication>. As part of the online application, please upload a resume, list of references, and a cover letter to Corinne Fogg, Director of Curriculum and Professional Development, all in PDF format. The deadline for applications is April 30, 2017.