

Fairfax Circuit Court Historical Records Internship

Introduction:

The Fairfax Circuit Court Historical Records Room holds all Fairfax County Court records dating from 1742 through the early 1900s. This collection includes land records, probate records, court minute/order books, and records detailing early public buildings and roads.

The purpose of this internship is to provide a practical learning experience within the justice system, which benefits the student, school, and our court. Additionally, it allows the intern to complete the internship requirement of his/her college degree.

Internship Description:

Interns will assist Historic Records staff in filing and indexing material using current archival standards as well as perform original research using the records in the archives. Students will be instructed in current conservation methods and techniques. Research projects may lead to opportunities for publication by the student.

Examples of projects include:

- Processing 19th century term papers, including processing, filing, and indexing
- Updating/writing new indexes for court record groups
- Researching trials of historical significance
- Transcription of court documents
- Designing graphic posters, using photographs, court documents, and timelines

Eligibility Criteria:

- You will be required to commit to working a minimum of 50 hours during the semester between the hours of 8 a.m. – 4:00 p.m. Monday – Friday. This will be an unpaid position.
- The ability to pass a criminal background check prior to being accepted to the internship.
- Provide your own transportation. The CUE bus provides free transportation to and from the courthouse from GMU campus for GMU students.
- The student must be at least a junior or senior in a recognized Bachelor degree in history, museum studies, American studies, or a closely-related field.
- Assignments will be based on academic background, interest of the student, and workload needs of the Court.

Benefits to Student Interns:

Our responsibility is to provide an environment in which a student intern will, after orientation and training, be able to:

- Apply academic training to a work environment in order to develop personal and professional skills and contacts for future career development and placement.
- Receive hands-on training and guidance from an experienced professional.
- Understand the function and structure of a justice system and its relationship and benefit to our society.
- Understand the interaction with supervisory staff, court customers, and community resources.

Benefits to the Circuit Court:

The 19th Judicial Circuit Court will benefit from a quality internship program by:

- Having motivated and capable students assist with the preservation of historical records and special projects.
- Sharing of educational knowledge and enhancing the 19th Judicial Circuit Court knowledge base.
- Having continual interaction with new people and ideas.

How to Apply:

To be considered for the Spring 2016 semester, resumes and cover letters must be received **no later than November 20, 2015**. Please send resume and cover letter to:

Email: Heather.Bollinger@fairfaxcounty.gov