

## **Internship for GREATER GRAND RAPIDS WOMEN'S HISTORY COUNCIL**

**FALL 2023 and/or WINTER 2024**

**Background:** The GGRWHC, founded in 1988, aspires to alter inherited historical narratives by bringing to light the untold stories of Grand Rapids women's history. Its website (<http://www.ggrwhc.org/>) currently presents a range of stories about notable Grand Rapids women, including many connected with the suffrage movement and women's political activism.

GGRWHC's board members include several historians and archivists who are familiar with a large quantity of resources and historical records relating to women's history. We seek the assistance of a gifted intern who has an interest in historical research, historical organizations, and digital information. Primary project will be to work with the supervisor to enhance presentation of historical materials on the GGRWHC website.

### **Objectives/Duties**

- Complete supervisor designed orientation to the organization, including structure and history;
- Review and update existing materials on GGRWHC biography page;
- Supplement existing biographies and add new biographies to website using existing material from newsletters and other website pages;
- Create new biographies or photo essays on local women's history using archival materials at the GR Public Library, newspaper databases, and other sources. Possible topics include the life of Virginia Glenn, mid twentieth century Grand Rapids African American activist and political candidate; supporters and opponents of the Equal Rights Amendment in Grand Rapids; the Grand Rapids chapter of the National Organization for Women (NOW); women as neighborhood builders in East Hills and Eastown, or another mutually agreed upon topic.

### **Compensation**

This will be a paid internship position through the support of the Kutsche Office of Local History at GVSU Internship Partner Program. Pay will range from \$15-17/hour, depending on experience, qualifications, and job requirements.

Internships can be for credit if the student desires. Students seeking academic credit for this internship will need to meet the minimum requirements established by their program/major.

**Process:** The intern will work approximately 10 hours per week for one full semester (14 weeks), at the Grand Rapids Public Library (GRPL), where much of the relevant material is housed, and remotely. This will need to be done [during the regular hours of the library](#). Further research at other libraries may be advisable. The intern will be oriented and supervised by a team of scholars (see below) but must be able to work independently, including travel to research locations, for 10 hours weekly over the 14-week period.

**Orientation and supervision:** Julie Tabberer, GRPL's Head of Grand Rapids History Center, will provide orientation to the GRPL's collection. Ruth Stevens, retired Professor of Legal Studies at Grand Valley State University, will supervise and assist in introducing the intern to valuable historical and legal resources.

**Requirements:** The intern must have excellent writing skills, some knowledge of U.S. history (preferably including women's history and/or political history), and some research experience. Expertise in communications or web design will also be helpful.

Students must meet GVSU's criteria for student employment to be eligible. This includes being enrolled in a minimum of 6 credit hours during the internship and completing all necessary hiring paperwork. Students may have other on-campus employment during this internship but cannot exceed 25 hours per week between all on-campus positions.

To apply, please send a resumé, statement of interest, and names and contact information of two references to:

Ruth Stevens, [ruth@ggrwhc.org](mailto:ruth@ggrwhc.org)

Application deadline: **APPLICATIONS REVIEWED UPON RECEIPT THROUGH SEPTEMBER 1 FOR FALL 2023**

**Applications for Winter 2024 semester reviewed upon receipt through December 1.**