



Puget Sound Regional Council

Information Center Intern

- Closes:** Open until filled with applications reviewed beginning October 1, 2021.
- Status:** Temporary part-time position up to 16 hours per week and up to 12 months, with flexibility to adjust hours and duration; nonexempt FLSA status.
- Salary:** \$21 per hour with limited benefits.
- Timeline:** Position to begin November 2021.
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington

ABOUT PSRC:

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. PSRC brings together the region's diverse counties, cities and towns, Tribes, ports, the state of Washington and civic interests to help the region thrive, now and into the future. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit <https://www.psrc.org> to find out more. PSRC is an equal opportunity employer.

THE INTERNSHIP:

PSRC is seeking an Information Center Intern to join its Communications Department. The Information Center helps employees and the public find PSRC resources, along with supporting the agency's website, intranet, and social media work.

This is a great opportunity to experience the variety and challenges of a small special library. The Intern will be involved in several key projects, such as helping to create and implement a new knowledge database on the employee intranet, supporting PSRC's transition to a new website, and cataloging agency reports. Depending on the candidate's interests and PSRC's needs, there may be other opportunities, such as writing blog posts, developing data visualizations, answering research questions, and digitizing print materials.

The intern will also be responsible for some day-to-day Information Center tasks, such as routing journals, updating web content on the intranet and website, and searching for media mentions of PSRC.

THE CANDIDATE:

The ideal candidate will have:

- Understanding of searching and editing databases. Familiarity with an Integrated Library System such as Inmagic DB/Textworks would be a bonus.
- Ability to construct Boolean searches for research and for troubleshooting catalog issues.
- Experience reading and writing basic HTML.
- Proficiency with the Microsoft Office Suite, especially Outlook and Excel.

Successful candidates should also possess:

- Organization and problem-solving skills, as well as an aptitude for working both independently and as part of a team.
- Willingness to pay full attention to details.
- Great written and oral communication skills.

- A knack for being friendly, approachable, and customer-oriented.

EXPERIENCE AND EDUCATION:

- Enrolled in or recently graduated from a master's degree program in library or information science.
- Or, any combination of lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

TO APPLY:

- **To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.**
- The voluntary and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit <https://www.psrc.org/about/careers>.
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to: Puget Sound Regional Council, attn.: HR, 1011 Western Ave., Suite 500, Seattle, WA 98104