Summer 2022 Research Apprenticeship Program

Internship Title:
Center for Archaeology and Society Data Management Internship (On-Campus)

Academic Discipline:
Archaeology
Bioarchaeology
Museums
Anthropology
Sociocultural Anthropology

Project Description:
We seek students to assist on-campus with data management and database development for the Anthropology Research Collections at the Center for Archaeology and Society. Data from inventories, archives, and other sources will be used in the continuing development of a data management system to facilitate curation and research. At present, this database includes more than 300,000 lines of cataloged materials. Most of these objects were acquired through archaeological investigations in the Southwest U.S., but there are also research collections pertaining to physical anthropology and sociocultural anthropology from all over the world.

Students will assist in the collection, investigation, standardization, and reorganization of data and the building of new data tables that will be integrated into the collections database. Students will be introduced to standards for archaeology and museum collections with a focus on handling legacy data, using mainly Microsoft Access, Excel, and Google Sheets. Previous experience with this software is welcome, but not required. Through participation in this project, students will learn about relational database design and data management principles that are applicable to both research and collections management.

*Please indicate on your application if you are interested in possible tuition assistance for this internship.

Student’s Duties:
1. Inspect collection boxes and specimen bags to fill out standardized forms or to verify and update existing data
2. Investigate data using the existing anthropology research collections database, archival documents, and other data sources
3. Update collections data to ensure accuracy and completeness
4. Standardize and restructure existing data to improve the collections database functionality
5. Create new database tables through the investigation and collection of data from a variety of sources

Required Qualifications or Pre-requisites:
There are no pre-requisites. This internship is ideal for students looking for ways to gain more experience in the field of anthropology, while learning basic skills in database development and management for museum curation or research.
We are looking for students with the following personal qualities: professional, punctual, detail oriented, and a desire to learn.

Recommended qualifications: Strong research skills, experience using Microsoft Excel or Google Sheets, and the ability to work both independently and as a team. If you have some previous experience in archaeology, museums, data entry, or record keeping, be sure to mention that in your application.

**Project/Internship Location:**
The anthropology research collections are located in several different buildings. One of those buildings is on the main Tempe campus. Two other facilities are a couple miles from the main campus and have free parking. Please indicate if you are available to work at any of our facilities.

**Hours Per Week or Days and Times Needed:**
You must commit to at least 6 hours a week to qualify. If you can commit to 6 hours a week, you will receive 2 credits; if you can commit to 9 hours a week, you can receive 3 credits. Acceptance of an applicant is also based on schedule coordination. Be sure to specify your days and hours of availability in your application. [M-F, 8-5 for on-campus work only]

**Project Supervisor:**
Dr. Krista Eschbach

**Supervising Faculty:**
Dr. Krista Eschbach

**Contact Information:**
keschbac@asu.edu
Center for Archaeology and Society
ASU Tempe Campus

Submit your application through link below, deadline is Monday, April 18 at 5 PM.

**Apply Now**