Worlds of Words Diversity Audit Intern

Job description

Worlds of Words, an initiative to build global understanding through children's literature, seeks a highly-motivated individual with an interest in children’s and young adult literature for an internship in our collection located on the fourth floor of the College of Education. This internship allows individuals to participate in all areas of WOW’s acquisitions and maintenance process with an emphasis on our dedication to creating an exemplary collection of globally representative and culturally authentic books. Worlds of Words is currently the largest collection of its kind in the United States and occupies a local, national, and international presence. Though the position emphasizes collection maintenance, there will be opportunities for writing and research.

Duties include:

- Exporting data from File Maker Pro into Excel;
- Creating categories for diversity audit;
- Handling individual books to evaluate for specified criteria;
- Identifying books to transfer to another section or remove from the collection;
- Process new books to put in collection;
- Recommend books for purchase;
- Writing reports based on collected data;
- Carrying out light administrative tasks.

Duties may include:

- Preparing social media updates;
- Creating rotating book displays in the collection;
- Collaborating with and assisting other members of the WOW outreach team;
- Writing articles for wowlit.org and other platforms;
- Providing patron service in person, on the phone and online;
- Assisting co-workers with events and duties.

Reports to:

The Diversity Audit Intern reports to the WOW Coordinator of Outreach and Collections.

Qualifications:

- Ability to type 40+ wpm.
- Strong Internet research skills.
- Strong interest in current events around the globe.
- Ability to meet deadlines.
- Ability to work effectively on a team.
- Familiarity with Office Suite.

Hours:

Interns will be scheduled for 8.5 to 9 hours each week. WOW allows for a flexible schedule. While we will track the hours the Intern puts in to report back to the University of Arizona English Department, we are more interested in the completion of tasks.
Compensation:

This is an unpaid internship.

Benefits:

Exposure to authors and illustrators, the book industry and current literary climate. Previews of unpublished and newly published books for children and teens. Networking opportunities and job skills development. Possible publication by-lines. Relevant skills in online platforms. A fun and engaging work environment located on campus.

Application Process:

Send a cover letter, resume and one short nonfiction writing samples or excerpts (preferably journalistic articles) of no more than 500 words. E-mail preferred: Send e-mail with Word or PDF attachments to Rebecca Ballenger at rklb@email.arizona.edu. Please put “Diversity Intern” as the subject header. We will contact you only if you have been selected for an interview. Please do not call. Thank you for your understanding.

About Worlds of Words:

Worlds of Words is committed to creating an international network of people who share the vision of bringing books and children together, thereby opening windows on the world. We encourage thoughtful dialogue around global literature so that children can reflect on their own cultural experiences and connect to the experiences of children across the globe.

Worlds of Words holds an estimated 30,000 volumes of children’s and adolescent literature focusing on world cultures and Indigenous peoples. Housed at the University of Arizona, College of Education in a recently renovated center, Worlds of Words has a large collection space along with a special collections room, studio, offices, visiting scholar office, and a classroom. The space is open to the public and used for a variety of events and functions.

These resources are used to:

- promote intercultural understanding and global perspectives.
- identify excellent culturally authentic literature about children’s lives around the world.
- provide resources for adults who share a passion for connecting readers with books.
- share the stories of children’s dialogue and interactions around global literature.
- encourage the integration of global literature into the curriculum.