

**Agency Name**

Natural and Cultural Resources

**Project Sponsor Name**

Melissa Timo

**Agency Division**

Secretary's Office

**Project Sponsor Email**

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**Division Name**

Office of State Archaeology

**Agency Website**

[www.ncdcr.gov](http://www.ncdcr.gov)

**Agency mission and services provided to the community**

The Department of Natural and Cultural Resources (DNCR) mission is to improve the quality of life in North Carolina by creating opportunities to experience excellence in the arts, history, libraries, and nature by stimulating learning, inspiring creativity, preserving the state's history, conserving the state's natural heritage, encouraging recreation and cultural tourism, and promoting economic development.

DNCR manages, promotes, and enhances the things that people love in North Carolina – its diverse arts and culture, rich history, spectacular natural areas. With 27 historic sites, seven history museums, two art museums, three science museums, three aquariums, Jennette's Pier, 41 state parks and recreation areas, the N.C. Zoo, the nation's first state-supported Symphony, the State Library, the State Archives, the N.C. Arts Council, the African American Heritage Commission, State Preservation Office, Office of State Archaeology, and Division of Land and Water Stewardship, DNCR manages the treasures of the state. These things unite North Carolinians, create a shared identity, and provide common ground.

**Project Description and Expectations**

Intern will analyze files containing cemetery surveys held by NC Archives and soon to be incorporated into OSA's archives. Starting with Alamance (and Alexander, if time allows) County record, students will examine for completeness, incorporate data into an established OSA database, and scan the files for digital access.

**Major tasks to be performed?**

Data analysis, data entry into Microsoft Excel, scanning.

**Desired knowledge and skills of the intern?**

Familiarity with Microsoft Excel, scanners, familiarity with archaeological/history/cemetery terminology. Experience with ArcGIS a plus.

**What field(s) of study is best suited to this opportunity?**

Archaeology, Anthropology, History, Archives, Library Studies

**Final product or outcome anticipated?**

Report on contents of Alamance (and Alexander, if time allows) County cemetery surveys housed in Archives, completed database of Alamance (and Alexander) Co cemetery surveys, digital folder of scanned cemetery survey paperwork.

**What can a student expect to learn during this internship?**

Data entry skills, database construction and management, cemetery research.

**Ed2NC recommends remote internships to allow all North Carolina students an equal opportunity to participate. Will this be a remote internship, in-person, or hybrid?**

In person

**Expected hours per week and/or total project hours?**

40 total project hours

**What is the anticipated intern work schedule?**

Mondays and/or Tuesdays. Hours are flexible based on intern's schedule.

**Will travel be required?**

No

**Will state equipment be provided for intern to perform required tasks?**

Yes

**Proposed pay rate?**

\$15/hour