



## Digital Library Metadata Internship (Remote)

*\*Must be a current student or recent graduate of a college-level program in Library Science, Data Science, Law, or related field.*

***Internship limited to the following states: CA, CO, DE, GA, IL, MA, MD, NC, OR, TN, TX, UT, WS. Application deadline is Jul 1, 2022.***

Regology is seeking an intern to support the Legal Research department with expanding utilization of our dynamic law libraries through creating and organizing the metadata of our curated digital law library assets.

### What You'll Do:

- Assess, organize, and create descriptive metadata for digitized assets towards the goal of curating dynamic content libraries
- Assign metadata according to company guidelines, allowing users to quickly search and discover digital assets
- Assist in auditing assets for accurate naming and metadata
- Assist in uploading curated digital asset libraries
- Perform related duties or special assignments as directed

### What you'll Need:

- Strong reading and writing skills, with the ability to conduct further research as needed
- Strong administrative skills and attention to detail
- Experience with Microsoft or Google Office Suite, particularly Excel or Sheets
- Teamwork skills—coordination, communication, and the ability to ask questions
- Planning/organizing—prioritizing work activities and managing time efficiently
- Ability to work with minimal supervision
- Strong internet connection

Pay: \$18.00 per hour

\* This is a paid internship, not affiliated with any educational program.

Schedule: 20 - 30 hrs. per week, Monday to Friday during regular business hours.

\* This is a remote work position only.

Please send your resume to: [rebecca.domm@regology.com](mailto:rebecca.domm@regology.com)