



An internship with the Office of Archives, Statistics and Research (ASTR), located in Silver Spring, Maryland, is an opportunity to see how the Seventh-day Adventist Church works at the administrative level. An intern will learn firsthand, and hands-on, how records management, archives, and historical and human-subject research supports the mission of the Seventh-day Adventist Church.

The overall objectives of ASTR are:

- Foster a strong understanding of Adventist identity, both historically and in the present, by historical, statistical and empirical research
- Educate church members about and advocate for the unique qualities of Adventist identity
- Utilize research to assist the world Church in charting the course for the future
- Continue using technology to effectively collect, conserve and circulate information that is important for the Church
- Support effective operation of each department of the General Conference by ensuring not only efficient record retention, but also timely access to department records transferred to ASTR for safekeeping
- Provide support and training to all SDA records and archives centers worldwide

Interns in ASTR will undertake tasks which support these overall objectives and which give them a good grounding in a range of areas and provide an introduction to a range of skillsets. These overlapping tasks typically include, but are not limited to:

Records Management

- Learning the uses and applications of records management software (typically Versatile and Laserfiche)
- Assisting in the organization of digital content, including web content
- Performing data entry

Archives Management

- Organizing physical content, including but not limited to, books and periodicals
- Scanning records and photographs and attaching appropriate metadata
- Inventorying archival collections through use of software such as Excel and Adobe Bridge
- Processing archival collections in order to create finding aids

Historical Research

- Conducting research on various aspects of Adventist history
- Providing assistance in creation of posts for social media

Research and Evaluation:

- Finding previous human-subject research reports or studies of topical areas, either in the GC Archives, or through searching online
- Entering/coding research data
- Preparing PowerPoints summarizing research data and findings

An intern's specific tasks can be adjusted to their individual set of skills. Over the course of the internship, the intern will improve those skills while acquiring new proficiencies.

The internship, usually undertaken during summer months, includes a modest stipend. The intern is responsible for lodging.

Most ASTR interns have gone on to productive careers, both in the church and beyond, and see their internship experience as valuable. We would love to have you join us!