Description
In partnership with UNESCO (United Nations Educational, Scientific and Cultural Organization), the Faculty of Information is able to offer two (2) UNESCO Internship opportunities in Paris, France. The UNESCO Internship Program provides an opportunity for students to receive international work experience directly related to their field of study. The visibility and significance of the project provides students with a once-in-a-lifetime experience to assist in supporting the work of UNESCO.

There are two opportunities. One will last approx. 4 months between May-August, 2016; the second will last approx. 8 months between May-December, 2016.

1. UNESCO Records Management/ Archives Intern
(4-month) ARM-KMIM experience preferred

Under the supervision of the Chief, Archives, Library and Records Management (KMI/ALR), UNESCO, assist in the archival description and processing of records, and contribute to the ongoing development of policy and procedures:

- Describe a selected series according to the International Standard for Archival Description (ISAD) in the archival description system AtoM;
- Research and write authority records for AtoM;
- Undertake preventative preservation on original materials during the process of data-entry;
- Develop outreach materials;
- Contribute to the development of the UNESCO Archives and Library web sites
- Contribute to development or revision of existing policies and procedures, such as, for example, institutional digitization guidelines, file format registries, data-entry manual for AtoM, etc.
- Undertake other smaller projects according to interest such as inventories, creation of training materials, preparing user surveys, cataloguing of published materials in languages other than UNESCO official languages, etc.

Desired skills and experience: Requires attention to detail and flexibility, teamwork, multitasking and communication skills, as well as cultural sensitivity and ability to work in a multicultural environment. Should be computer literate, at ease with using standard office and web applications, and be familiar with archives and records management software. Previous experience with 20th century paper records would be an asset.

2. UNESCO Knowledge Sharing Assistant Intern
(8-month) KMI experience preferred

Under the supervision of the Chief, Knowledge Sharing and Open Access Unit (KMI/KSA), UNESCO, and in close collaboration with the other staff in the Unit and other KMI colleagues concerned and Web focal points from different sectors and services, assist in the enhancement, rollout and maintenance of UNESCO’s online collaborative platform - UNESTEAMS (SharePoint) - and to this end:

- Participate in user needs assessment through online surveys, interviews and workshops;
- Draft-functional specifications for new projects;
- Participate in the design of new intranet and extranet sites communities of practice, project workspaces, etc.), explore and propose possible enhancements (such as links with social media and visualization);
- Assist with the maintenance/enhancement of new intranet and extranet sites in accordance with the agreed design, guidelines and procedures;
- Participate in the inventory of existing metadata sets across UNESCO’s systems/applications and the creation/harmonization of a single metadata set (term store) in UNESTEAMS;
- Collect and analyze usage statistics, monitor/analyze usage trends and participate in communication and user training activities;
- Carry out any other related tasks as may be required.

Desired skills and experience: Requires high availability and flexibility, teamwork, multitasking and communication skills, as well as cultural sensitivity and ability to work in a multicultural environment. The incumbent should be computer literate, at ease with using standard office and web applications. Previous knowledge of information and/or knowledge management as well as experience with KM and KS techniques and tools are highly desirable. Practical knowledge of SharePoint would be an asset.

Funding Allotment/s

(a) May-Aug, 2016; Records Management/Archives Intern: $1000 travel + $8,000 incidentals
(b) May-Dec, 2016; Knowledge Sharing Assistant: $1000 travel + $16,000 incidentals

Candidate/s choice: Credit or Not for Credit

Students selected will be given the choice to complete their UNESCO internship for credit (as part of a Co-op designation) or Non Credit.

For Credit:
Records Management/Archives Internship – 4-month Co-op
Course value of internship: 0.5 FCE per 4 month (with course grading of P/F)

Knowledge Sharing Assistant Intern – 8-month Co-op
Course value of internship: 1.0 FCE per 8 month (with course grading of P/F) and eligible for Co-op designation

Students who prefer For Credit and advance to UNESCO review must complete the co-op preparatory course (INF3900H), which includes career workshops and seminars in February and March, 2016 - offered by group or individual instruction. For more information about INF3900H, go to: http://current.ischool.utoronto.ca/degrees/mi/co-op#workshops

Note: Students are not eligible to apply for other placement opportunities within the regular Co-op program.

For Non-Credit:
Students can choose to take as a Non-credit internship with automatic ‘stop out’ granted to participate.

Questions?

Contact: inquire.ischool@utoronto.ca