

Institute for African-American Research

UNC, 150 South Road, Suite 309

Chapel Hill, NC

<http://www.unc.edu/iaar>

Start date: May 27, 2008

About the agency: The central mission of the Institute is to advance scholarly investigation of the history, social experiences, culture, and thought of people of African descent throughout the Diaspora, with a particular emphasis on Black Americans. The Institute of African American Research serves a broad reach of people. In accordance, IAAR serves the University of North Carolina 16 school-system community, including faculty, staff, and students. We also serve and work in collaboration with non-UNC colleges and universities. We serve the greater Triangle and Triad communities as well as communities throughout the state. In emphasizing research on Black Americans and diasporal Blacks, we strive to offer programs and services that meet national and international needs.

Internship Description:

Goals:

- To develop a grant proposal and research on colon and rectum cancer in African American Community
- To plan and coordinate a conference on African American genealogy
- To plan and coordinate a symposium and workgroup on issues of race, gender, and class
- To produce publications that lend information about IAAR, its mission, and its programs
- To develop the programming and publicity efforts of IAAR, generally
- To carry out light clerical duties/administrative & office support related to program and publicity development (i.e., answering phones, receiving & directing visitors, filing, copying, faxing, calendar scheduling, assisting with set-up for IAAR events, performing general administrative and office support)

Projects and Programs:

- Fall African American genealogical conference
- Co-curricular collaborations
- Sites of Struggle symposium on race, gender, and class

Skills Needed: General knowledge of Microsoft Office Suite (especially MS Word and Excel; Publisher is a plus). Comfort with the Internet is a must; and internet research will be required. Website development and management, especially use of Dreamweaver, are desirable but not required skills. Knowledge and understanding of Spanish language and Hispanic cultures are pluses but not required. Intern must demonstrate respect for diversity.

Concentrations of Interest: Majors in the humanities and social sciences (including English, sociology, anthropology, communications, and economics) and in the professional disciplines (especially business, journalism, and pre-law)

Transportation Needed: None, just the ability to get to/from the site. Walking around campus may be necessary.