



**NOTICE OF SUMMER INTERNSHIP**  
**HISTORIAN INTERN**  
**1 Opening**

**Opening Date:** 2/10/2024

**Closing Date:** Until Filled

**Starting Pay Range:** \$13.00 - \$16.00 per hour.

---

**Summary of Job Duties and Responsibilities** the Historian Intern assist the department of Public Affairs and Communications with the development of strategy, programs, and metrics; assist with the development and writing of history articles for various publications; develop objectives; engage and conduct interviews; and perform other essential duties deemed necessary.

**Knowledge, Skills, and Abilities:**

Knowledge of proper rules of grammar, spelling, and punctuation.  
Knowledge of basic computer software programs including Microsoft Word and Excel.  
Ability to follow oral and written instructions.  
Ability to adapt to changes in work assignments with a positive attitude.  
Ability to effectively communicate with persons of varying educational and cultural backgrounds.  
Ability to interact with others in a courteous and professional manner.  
Ability to write history articles for various publications.  
Ability to follow protocols and have good problem-solving skills.  
Ability to engage in active listening during oral descriptions and display critical thinking skills.  
Ability to display efficient note taking skills.  
Skilled in MS Office software.

**Minimum Qualifications**

Must be at least sixteen (16) years old.

**Preferred Qualifications**

High School Diploma or GED  
Completion of at least two years of study towards a bachelor's degree in Library Science, History, or a related field.

**Special Qualifications**

Must pass a criminal background check.  
Must be a high-performing, innovative, values-driven, informed, and passionate individual.

**Work Conditions**

Works in a heated and cooled typical office environment.

The above describes the general content and requirements for this job. It is not intended to be an all-inclusive list of duties, responsibilities, or requirements.

**How to apply**

The following forms must be submitted to [Internships@carkw.com](mailto:Internships@carkw.com) to be considered for this position:

- Application or Resume
- High School or College transcript
- One letter of recommendation

---

Central Arkansas Water is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices, or any other activities, based on race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, gender identity, genetic information, political opinions or affiliation, or any other status protected by law.

[www.carkw.com](http://www.carkw.com)

We support diversity, equity, and inclusion in our workplace.