



## **MUNICIPAL RECORDS ANALYST**

### **Community Profile**

Salisbury Township is a dynamic municipality in Lehigh County, Pennsylvania, serving a diverse community through efficient and responsive governance. The township administration is committed to transparency and effective record-keeping, creating an excellent environment for students interested in municipal operations and records management.

### **Position Description**

The Municipal Records Analyst will focus on the organization, documentation, and archiving of historical township files. This position provides valuable hands-on experience in municipal records management including:

- Researching and organizing permanent historical files
- Implementing digitization protocols for important records
- Developing classification systems for efficient document retrieval
- Ensuring compliance with municipal record retention requirements
- Supporting administrative functions across departments

### **Primary Deliverables**

1. Organized archive of historical township documents
2. Digitized collection of priority records with searchable database
3. Documented protocols for ongoing records management
4. Final report with recommendations for future records management improvements

### **Qualifications**

- Strong organizational and analytical skills
- Attention to detail and ability to work with historical documents
- Interest in record-keeping systems and municipal operations

## **Work Schedule and Duration**

- 37.5 hours per week (flexible scheduling)
- June through August 2025
- Fully on-site at Salisbury Township offices

## **Compensation**

- \$18 per hour

## **Application Instructions**

Submit by Friday, April 12th, 2025:

- Resume
- Cover letter explaining your interest in local government and municipal records management

Submit all materials to Nicole Beckett, Associate Director for Public Service ([beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)). All applications will be forwarded to the appropriate municipal contacts for review. Students are strongly encouraged to research the municipality before applying to tailor their application materials accordingly.

## **Important Notices**

- This internship qualifies for the Lafayette College policy allowing students to receive one course academic credit while being paid for an internship (one-time benefit during academic career)
- This is a Lehigh Valley internship, eligible for Gateway Career Center sponsored on-campus housing at no cost (limited availability)
- Applicants must comply with the municipality's pre-employment procedures, which may include background checks and/or drug screening according to local government policies
- For more information, contact Nicole Beckett, Associate Director for Public Service at [beckettn@lafayette.edu](mailto:beckettn@lafayette.edu)