



Internship Program at The Richard Nixon Foundation

Internships with the Richard Nixon Foundation allow undergraduate and graduate students the opportunity to get hands-on experience with textual materials, images, and video files from the Nixon Library archives. Students will spend 12-15 weeks researching a topic from the Nixon era and produce a digital resource package for nixonfoundation.org.

Details of the Internship Program:

- In-person, 12-15 weeks Paid Internship (\$15/hour)
- 15 hours per week for 1 semester (spring, summer, or fall)
Flexibility of hours to accommodate student class schedules*
- Preferred Education Level: College Junior/Senior or Graduate Student (currently enrolled)
- Preferred majors: History or Political Science
- Primary duties include reading, writing, and research
- Training will be provided during the first week of the internship

How to apply: email a resume, writing sample, and this application to joe@nixonfoundation.org

Intern Start Date	Recruiting Time Frame
Summer: starting May/June	March – May
Spring: starting January/February	November – January
Fall: starting August/September	June – August

*Student Work Schedules- Paid internships are available during the spring, summer and fall semesters. Work schedules will be flexible and whether or not the student is interning for credit (academic credit is obtained by fulfilling the college's predetermined number of hours and requirements, check with school to verify).

Student Internship Application Form

Name: _____ D.O.B: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

University: _____ What year: _____

Major: _____ Minor: _____ GPA: _____

Emergency Contact: _____ Phone: _____

Reasons for internship: _____

Semester Applying for: Spring Fall Summer

Days/Times Available	AM Hours	PM Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Describe any other organizations, job experiences, degrees, course work, or skills that will help you in this internship.

Student Signature: _____ Date: _____