Job title: Collections Assistant
Purpose of Internship: to assist the collections/facilities manager with updating and maintaining information related to Purdue Galleries' collection.

Job Responsibilities:
1. Assemble, record and pack/unpack interdepartmental loan records.
3. Maintain and record information in the CMS program as directed.
4. Assist with inventory as needed.
5. Assist with installation/strike of exhibits.
6. Maintain collections facilities through dusting and sweeping as scheduled.

Goals:
1. Complete data entry of records into collections management system.
2. Complete inventory that includes:
   a. Identifying missing objects.
   b. Verify/reconcile locations for present objects.
   c. Review conditions of objects.