

**Servant Leadership Summer Internship Placement Site  
Job Description Information Sheet  
Summer 2025**

**Organization Name:** Museum of History and Holocaust Education

**Address:** 3333 Busbee Drive NW Kennesaw, GA 30144

**Phone:** 470-578-2083

**Web site:** <https://historymuseum.kennesaw.edu/>

**Internship Supervisor:** Katy Matello

**Supervisor's contact information including e-mail.**

- Email Address: [kmatello@kennesaw.edu](mailto:kmatello@kennesaw.edu)
- Office Number: 470-578-7729

**Organization's Mission Statement:**

The Museum of History and Holocaust Education at Kennesaw State University presents public events, exhibits, educational resources and training rooted in World War II and the Holocaust and the generational shifts that relate to those events.

The MHHE illuminates the role that individuals play in history and the effects of history on individuals.

**Summary of organization's primary programs and services:**

The Museum of History and Holocaust Education presents public events, exhibits, educational resources and training rooted in World War II and the Holocaust and the generational shifts that relate to those events.

**Intern's title:** Museum Education and Outreach Intern

**Number of interns requested:** 2

**Internship project/job description** (Please detail degree to which position is in-person, virtual, or hybrid.):

This intern will work with MHHE Education Coordinators Maddie Weiss and Katy Matello to support educational initiatives. This may include, but is not limited to:

- Summer Fun Program
- Teacher training institutes
- Summer Workshop for High School Students
- Evaluation data analysis
- Research/content development for future education programs
- Organization, categorization

This position will work on a hybrid schedule with days in the office and days at home.

**Qualifications:**

- Detail oriented
- Organized
- Flexible
- Strong communication skills
- Excellent comprehensive reading, research, writing, and analysis skills
- Experience in education and/or humanities related fields
- Preferred: Spanish language

**Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)?** Background Check

**Will the internship require that the student have a car?** Preferred

**Is placement site accessible by public transit or other transportation options?** Yes, but not directly.