

ARCHIVES AND RECORDS SERVICES DIVISION, JACKSON

Clerical Aide Volunteer

Purpose:

To provide clerical support to the Reference Services section operations. This support shall assist Mississippi Department of Archives and History staff in providing public access to the archival resources of the state.

Responsibilities:

Handling delicate, original documents, papers, photographs, and books
Photocopying fragile materials
Assisting staff in filling public orders

Qualifications:

Attentiveness to fragility and uniqueness of collection material
Ability to perform well under time constraints with attention to detail
Cooperative spirit and willingness to perform repetitive tasks
Initiative and ability to work unsupervised
Ability to lift and move objects weighing up to 30 pounds
Basic computer and online searching skills

Requirements:

Successfully complete training
Knowledge of and adherence to Reference Services section policies and procedures
Dependability

Time Commitment:

Continuous service assignment, minimum of one four (4) hour shift per week
Twelve (12) hours of volunteer service per year at Archives and Records Services are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering with professional archivists and librarians in one of the premier state archives in the United States (William F. Winter Building)
Continuing education
Documented volunteer service for work or school credit
A 15% discount at Mississippi History Store locations
All training and training-related materials provided by Archives and Records Services
Volunteer appreciation activities provided by MDAH

Reports to:

Reference Services section head

ARCHIVES AND RECORDS SERVICES DIVISION, JACKSON

Volunteer Receptionist

Purpose:

To provide patrons with information concerning the Archives and Records Services Division and the Mississippi Department of Archives and History. This information shall assist staff in providing public access to the archival resources of the state.

Responsibilities:

Greet and register patrons
Give contact information and directions to visitors (in person and/or telephone)
Input patron identification data into database
Perform security examination of any material leaving the research areas

Qualifications:

Ability to communicate clearly and succinctly
Must be pleasant, helpful and patient, with good interpersonal skills
Excellent customer service skills (listen and interpret, professional telephone etiquette)
Neat personal appearance
Basic computer and online searching skills

Requirements:

Successfully complete training
Knowledge of and adherence to Reference Services section policies and procedures
Knowledge of MDAH operations
Dependability

Time Commitment:

Continuous service assignment, minimum of one four (4) hour shift per week
Twelve (12) hours of volunteer service per year at Archives and Records Services are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering with professional archivists and librarians in one of the premier state archives in the United States (William F. Winter Building)
Continuing education
Documented volunteer service for work or school credit
A 15% discount at Mississippi History Store locations
All training and training-related materials provided by Archives and Records Services
Volunteer appreciation activities provided by MDAH

Reports to:

Reference Services section head

ARCHIVES AND RECORDS SERVICES DIVISION, JACKSON

Volunteer Cataloger

Purpose:

To provide cataloging support to the Published Information Section. This support shall assist Mississippi Department of Archives and History staff in providing public access to the archival resources of the state.

Responsibilities:

Catalog published information (books, maps, serials, subject files, and state publications) in online library system (Aleph)

Assist with retrospective cataloging projects

Perform data entry and cleanup of existing bibliographic records

Enhance existing records with subject headings

Proof new records for accuracy, spelling, and adherence to established cataloging standards

Qualifications:

Experience in cataloging library materials

Knowledge of MARC, AACR2, and Library of Congress Subject Headings

Good speller and attention to detail and accuracy

Interest in Mississippi history

Initiative and ability to work unsupervised

Willingness and ability to catalog in online library system (training will be provided)

Requirements:

Successfully complete training

Adherence to Published Information section policies and procedures

Dependability

Time Commitment:

Short-term or continuous service assignment, minimum of one four (4) hour shift per week

Twelve (12) hours of volunteer service per year at Archives and Records Services are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering with professional archivists and librarians in one of the premier state archives in the United States (William F. Winter Building)

Continuing education

Documented volunteer service for work or school credit

A 15% discount at Mississippi History Store locations

All training and training-related materials provided by Archives and Records Services

Volunteer appreciation activities provided by MDAH

Reports to: Published Information section head

ARCHIVES AND RECORDS SERVICES DIVISION, JACKSON

Archival Processing Aide Volunteer

Purpose:

To help organize, describe and preserve historical materials in the Archives and Records Services Division. This support shall assist Mississippi Department of Archives and History staff in providing public access to the archival resources of the state.

Responsibilities:

Organize and sort materials into categories
Perform basic preservation tasks (unfold paper; remove paper clips, rubber bands, & staples)
Create box and folder lists
Place records in archival sleeves, folders, and boxes
Assist with cleaning records as needed

Qualifications:

Interest in historical records and Mississippi history
Ability to think logically and to organize papers
Willingness to assist with repetitive assignments accurately
Ability to lift and move objects weighing up to 40 pounds
Excellent reading and spelling skills
Ability to focus on detailed tasks and work quietly
Basic computer skills, including data entry, as well as online searching skills

Requirements:

Successfully complete training
Knowledge of and adherence to Archives and Records Services policies and procedures
Dependability

Time Commitment:

Continuous service assignment, minimum of one four-hour shift or two two-hour shifts per week
Twelve (12) hours of volunteer service per year at Archives and Records Services are required to remain on the active volunteer list

Benefits:

The satisfaction of volunteering with professional archivists and librarians in one of the premier state archives in the United States (William F. Winter Building)
Continuing education
Documented volunteer service for work or school credit
A 15% discount at Mississippi History Store locations
All training and training-related materials provided by Archives and Records Services
Volunteer appreciation activities provided by MDAH

Reports to:

Government Records section head or Paper Archives section head