

**Mississippi Department of Archives and History
Archives and Records Services Division
Reference Services Section**

Reference Services Assistant

Part-Time/Contractual (\$9.50 - \$10.50 per hour)

20 hours per week: Monday-Friday, 8:30 am-12:30 pm;
occasional Saturdays, 9:00 am-1:00 pm

Job Responsibilities: The Reference Services assistant will perform paraprofessional library work that includes the following: assist in routine reference operations; assist patrons in the media room; relieve lobby, reception, media and security desks as needed; photocopy public order requests; index materials for enhanced public access; assist patrons in use of vend card/public photocopier and microfilm readers; retrieve closed stack material; re-file microfilm; re-shelve books in public reading room; and other duties as assigned.

Qualifications: Two-year associate degree. Ability to lift boxes weighing 40 pounds, to sit or stand for lengthy periods, and to stoop and kneel.

Preferred Qualifications: Public service experience in a library, archival research experience, organizational skills, ability to work independently, attentiveness to fragility and uniqueness of archival materials. Experience with Microsoft Office.

To apply: please send resume, and references to:

Mississippi Department of Archives and History
Attn: Human Resources Director
P.O. Box 571
Jackson, MS 39205

Location:

William F. Winter Archives Building, 200 North Street, Jackson, MS