

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

Reference Services Assistant

Part-Time/Contractual (\$7.50 - \$8.50 per hour)

20 hours per week: Monday-Friday, 9:30 am-1:30 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, photocopy public order requests, index materials for enhanced public access, assist patrons in use of 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 30 to 50 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

Deadline for receiving applications: Friday, February 28, 2014