



# JOB ANNOUNCEMENT

## **Reference Services Assistant (Part-time, contract work)**

William F. Winter Archives and History Building, Archives Library

Hourly rate: \$12

The reference services assistant will perform paraprofessional library work, including the following: assisting in routine reference operations; assisting patrons in the Media Room; providing relief for the lobby, reception, media, and security desks as needed; photocopying public order requests; indexing materials to enhance public access; assisting patrons with the vend card, public copier, and microfilm readers; retrieving closed-stack materials; re-filing microfilm; re-shelving books in the public reading room; and performing other duties as assigned.

### **Qualifications**

A two-year associate degree. Ability to lift boxes weighing up to 40 pounds, sit or stand for extended periods, and stoop and kneel.

### **Preferred Qualifications**

Public service experience in a library; archival research experience; organizational skills; ability to work independently; attentiveness to the fragility and uniqueness of archival materials; and experience with Microsoft Office.

### **Working House**

The position requires 15 hours per week, with regular shifts from Wednesday through Friday, 8:00 a.m. to 1:00 p.m., and assigned or rotating Saturdays from 8:00 a.m. to 1:00 p.m.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at [stipton@mdah.ms.gov](mailto:stipton@mdah.ms.gov).

The Mississippi Department of Archives and History is an equal opportunity employer.