

JOB TITLE:	#1163 Reference Associate
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$3,308.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	08L Professional
HIRING MANAGER:	Head of Reference
POSTING DATE:	November 12, 2014
DEADLINE DATE:	Application materials must be received by November 26, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Reference Associate to provide reference service to researchers in the Gale Family Library and to promote researchers who contact the Library by email, telephone, or chat, providing bibliographic and archival research methods to individuals and groups of students and adults through the creation of research guides, screencasts, classes, tours, and presentations.

RESPONSIBILITIES: 1) provide in-person reference service to the public and to MNHS staff at the library reference desk, over the telephone, or chat reference via computer; 2) fulfill responsibilities and tasks related to department team and/or special assignments; 3) provide bibliographic and archival research methods instruction to groups of students, adults, and staff members; 4) research MNHS materials to answer reference inquiries by e-commerce, email, chat, telephone, or letter so that researchers receive adequate reference assistance; 5) participate in the evaluation and implementation of innovative methods of reference service, particularly those using technology; and 6) serve on Reference department, MNHS and outside committees.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in related field plus three years program experience providing reference assistance in a library or archives setting or equivalent OR a Masters degree in library science or archival studies, plus two years program experience or equivalent.
- Strong commitment to working with the public and contributing to a customer service-focused team.
- Demonstrated ability to work effectively in a demanding, high-volume reference setting.
- Demonstrated experience using print and online catalogs, databases, archival finding aids, and the Internet for reference work.
- Strong oral and written communication skills.
- Strong time management skills.
- Ability to work a flexible schedule.
- Ability to learn new skills and apply them effectively to the demands of the job.
- Experience developing web content, including working knowledge of html and web development platforms or programs.
- Familiarity with emerging technologies in the design and delivery of reference services (social networking, screencasting, etc.).
- Experience in electronic reference services (instant messaging, virtual reference, etc.).
- Demonstrated ability to occasionally work with dirty or moldy materials; lift oversized items and handle items in excess of 50 pounds.

DESIRABLE QUALIFICATIONS:

- Masters degree in library science, archival studies, history, or related field or equivalent experience.
- Graduate course work in the social sciences or humanities, preferably history.
- Knowledge of Minnesota history.
- Experience creating LibGuides or other online research guides.
- Active involvement in a library or archives professional association.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position.

Applicants who are offered employment will be subject to passing a background check as a condition of employment.

Applications will be acknowledged

- No phone calls please -

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