

<b>JOB TITLE:</b>	#1198 Project Assistant, RFID
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center
<b>SALARY:</b>	\$15.63 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, project (1,040 annual hours) position working through June 30, 2016. Renewal dependent upon funding and program need.
<b>CLASSIFICATION:</b>	63L Clerical
<b>HIRING MANAGER:</b>	Library Processing Manager
<b>POSTING DATE:</b>	March 19, 2015
<b>DEADLINE DATE:</b>	Application materials must be received by April 2, 2015.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Project Assistant, RFID to inventory the Society's library collection by bar coding and tagging items with Radio Frequency Identification (RFID) tags.

**RESPONSIBILITIES:** 1) ensure bibliographic and physical control of library materials while applying barcode labels and RFID tags to items; 2) convert RFID tags by accurately programming them with the item's barcode number using conversion software; 3) identify items requiring specialized physical processing to preserve the intellectual value and physical integrity of library collections; 4) provide assistance to the work of other sections and departments in relation to the RFID project; and 5) participate in the inventory of the library collection.

**MINIMUM QUALIFICATIONS:**

- High school diploma plus two years experience or formalized training within a professional discipline OR Bachelor's degree plus one year program experience or equivalent.
- General knowledge of bibliographic control practices sufficient to maintain intellectual and physical control of the Library collection.
- Knowledge of database and Internet structures and navigation procedures sufficient to search, locate, enter, and update data reliably.
- Keyboarding skills and ability to use word processing software sufficiently and accurately to input records into databases and to type other materials.
- Demonstrated ability to handle rare and fragile objects with due care.
- Ability to push heavy book carts and handle boxes of materials with weights often in excess of 40 pounds.
- Demonstrated ability to follow complex oral or written directions.
- Demonstrated ability and flexibility to schedule personal workload, in order to handle the multiple tasks associated with this position, to work productively despite distractions and interruptions, and to meet deadlines.
- Demonstrated ability to communicate effectively with other staff.
- Demonstrated ability to track monthly numbers.
- Demonstrated ability to maintain accuracy and consistency.
- Ability to understand and apply MNHS Library policies and procedures.

**DESIRABLE QUALIFICATIONS:**

- Library science cataloging coursework or equivalent experience.
- Experience with bar coding, inventorying, or RFID tagging.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 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. EEO

**Applications will be acknowledged - No phone calls please -**