

JOB TITLE:	#1223 Newspaper Processing Assistant
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center, 345 Kellogg Boulevard, St. Paul, MN 55102-1906
SALARY:	\$2,802.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position.
CLASSIFICATION:	63L Clerical
HIRING MANAGER:	Library Processing Manager
POSTING DATE:	September 3, 2015
DEADLINE DATE:	Application materials must be received by September 18, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Newspaper Processing Assistant to check in, process, and support the work of the Library Processing staff to maintain intellectual and physical control on the print, microfilm, and digital newspaper collections.

RESPONSIBILITIES: 1) directly supports the work of the Project Associate, Newspaper Digitization and other Library Processing staff so all routine digital newspaper tasks are completed accurately and in a timely manner; 2) assist in the processing of newspapers under the direction of Library Processing staff, so materials are available for public use; 3) prepare materials for photographic, digital, or microfilm reproduction for preservation or dissemination; and 4) provide clerical support to Library Processing staff to facilitate section goals.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent plus two years of advanced business or technical school training or equivalent combination of education and experience.
- Familiarity with the work of periodicals processing and experience providing clerical and technical support in a library setting.
- General knowledge of bibliographic control practices sufficient to maintain intellectual and physical control of the newspaper collection.
- Experience performing data entry tasks including searching, locating, entering, and updating data.
- Strong computer skills including word processing, internet navigation, and typing.
- Proven skill in performing tasks accurately and consistently.
- Basic spelling, grammar, and mathematical skills.
- Ability to follow complex oral or written instruction.
- Flexibility and ability to prioritize work to meet deadlines and ensure productivity despite distractions, interruptions or multiple concurrent tasks.

DESIRABLE QUALIFICATIONS:

- Basic clerical training plus six months experience in a library or related setting.
- Experience with library systems software.
- Familiarity with the preparation of materials for photographic, digital, and especially microfilm reproduction.

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. EEO

Applications will be acknowledged - No phone calls please