

<b>JOB TITLE:</b>	#1150 Reference Assistant IV
<b>OPEN TO:</b>	<b>This job is open only to current employees of the Minnesota Historical Society.</b>
<b>LOCATION:</b>	History Center
<b>SALARY:</b>	\$15.07 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (884 annual hours) position
<b>CLASSIFICATION:</b>	61L Service
<b>HIRING MANAGER:</b>	Reference Assistant Supervisor
<b>POSTING DATE:</b>	August 14, 2014
<b>DEADLINE DATE:</b>	August 21, 2014
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Reference Assistant IV to provide direct service to researchers who visit the library by providing instruction and basic reference services in the Hubbs microfilm room and Weyerhaeuser reading room.

**RESPONSIBILITIES:** 1) provide basic reference assistance in the Hubbs microfilm room and/or the Weyerhaeuser reading room by assisting library researchers in locating and using MNHS research resources; 2) maintain order of the reading room collections in the Hubbs microfilm room and Weyerhaeuser reading room; 3) respond to E-commerce correspondence; and 4) provide assistance to the photo lab staff.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent with at least two years of experience in a library or related setting.
- Well-developed customer service skills.
- Ability to apply alphanumerical filing systems.
- Clear understanding of how the library catalogs, databases, finding aids, and standard reference tools work.
- Clear understanding of how equipment is used to view, print, and scan microfilm materials works.
- Ability to explain to researchers how to use the resources.
- Basic knowledge of research procedures.
- Ability to understand and apply MNHS library policies and procedures.
- 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.
- Ability to work a rotating scheduling, including week-ends and evenings.

**DESIRABLE QUALIFICATIONS:**

- Bachelor's degree in library/information science or related coursework.
- General understanding of the MNHS collections.
- Experience performing routine maintenance on equipment like that in the Hubbs microfilm room & Weyerhaeuser reading room.
- Knowledge of Microsoft Office.
- Experience conducting primary research in history collections.

**TO APPLY:** Submit a letter of interest and resume via email to Nick Duncan, [nick.duncan@mnhs.org](mailto:nick.duncan@mnhs.org) or Nick Duncan, Reference Assistant Supervisor, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, #1150 Reference Assistant IV position. Letters of interest and resume must be completed and received by the application deadline date in order to be considered. EEO

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