

- JOB TITLE:** Reference Assistant I
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$19.10 hourly minimum
- STATUS & HOURS:** Full-time, regular (approximately 2,080 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** July 24, 2024
- DEADLINE DATE:** August 7, 2024
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to serve library researchers' needs through retrieval, duplication, digital scanning and re-filing of materials in the MNHS collections and to provide support service help on departmental projects.

**SUMMARY OF WORK:** 1) Digital Scan/Photocopy materials as requested by researchers according to the Reference department's policies and copyright law; 2) Retrieve materials from the stack or storage area for researcher use; 3) Re-file materials used so that items are available for use; 4) Staff copy services and materials request windows; 5) Process Death Certificate Orders; and 6) Provide support staff assistance on departmental projects.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- Experience following alpha-numerical filing systems.
- Customer service experience.
- Must be able to regularly lift up to 40 pounds and occasionally 40-60 pound boxes.
- Demonstrated ability to communicate clearly and politely.
- Demonstrated ability to handle rare and fragile items with due care.
- Demonstrated ability to learn tasks quickly and adapt to changing priorities.

**DESIRED QUALIFICATIONS:**

- BA for an accredited 4 year college or equivalent.
  - Experience working or volunteering in a library or archives setting.
  - Knowledge of library systems.
  - Experience using a cash register and processing credit card transactions.
  - Knowledge of copyright restrictions.
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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*