

**Reference Services Assistant**  
**Archives and Records Services Division, Reference Services Section**  
**Part-Time/Contractual (\$9.50 per hour)**

**Job Details:**

20 hours per week: Monday-Friday, 8:30 am-12:30 pm; occasional Saturdays, 9:00 am-1:00 pm

The Reference Services assistant will perform paraprofessional library work that includes the following: assist in routine reference operations; assist patrons in the media room; relieve lobby, media, and security desks as needed; photocopy public order requests; index materials for enhanced public access; assist patrons in use of vend card/public photocopier and microfilm readers; retrieve closed stack material; re-file microfilm; re-shelve books in public reading room; and other duties as assigned.

**Experience and educational requirements include:**

Two-year associate degree; ability to lift boxes weighing 40 pounds, to sit or stand for lengthy periods, and to stoop and kneel.

**Preferred qualifications include:**

Public service experience in a library; archival research experience; organizational skills; ability to work independently; attentiveness to fragility and uniqueness of archival materials; and experience with Microsoft Office.

**To apply: please send resume and references to:**

Mississippi Department of Archives and History  
Attn: Human Resources Director  
P.O. Box 571  
Jackson, MS 39205

**Location:**

William F. Winter Archives Building, 200 North Street, Jackson, MS 39201

*MDAH is an Equal Opportunity Employer.*