

HISTORIC RESEARCH SPECIALIST I

HISTORIC JEFFERSON COLLEGE WASHINGTON, MS

STARTING ANNUAL SALARY PLUS BENEFITS: \$29,500

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application, or call 601-576-6866 for more information.

DEADLINE FOR RECEIVING APPLICATIONS: August 24, 2015

This is professional work that involves thorough research, interpretation, preservation, and presentation of Mississippi's history and the history of Historic Jefferson College. Duties and responsibilities include the development and presentation of educational programs for school and adult groups, development and coordination of public events and programs, and development of museum outreach programs. The incumbent is also responsible for overseeing the site's museum collection and collections management tasks including conducting historical research to identify artifacts, objects, and records relating to Historic Jefferson College and processing them according to the museum division's collections policy and maintaining the collections storage room. The incumbent manages the site's reference library, disseminates information to the alumni association, and coordinates and recruits volunteers. The incumbent participates in the daily operation of the site and sales shop and works every other weekend. The work involves independent decision making under the general supervision of a director. The position requires integrity and honesty, a commitment to quality public service, self-management and interpersonal skills, computer skills, and strong communication and public relations skills. Experience in museum programming, historical research and collections management is preferred.

Education and experience must meet the following criteria:

- Bachelor's degree from an accredited four-year college or university in history or related field

MDAH is an Equal Opportunity Employer.