

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY

**Reference Services Section
Archives and Records Services Division**

Historic Resources Specialist I

Starting annual salary: \$29,500

Deadline for applications: Thursday, March 12, 2015

The Archives and Records Services Division, Mississippi Department of Archives & History, seeks applicants for the full time position of Historic Resources Specialist I in the Reference Services Section.

Responsibilities: Research and respond to written queries from the public using genealogical, historical, online, and archival resources; respond to queries from state agencies and officials requiring extensive research; assist telephone, email and onsite patrons providing concise and accurate information in a courteous, timely manner; present well organized and informative public presentations on topics relating to the Archives and Mississippi history; shelve/re-file books and microform materials; register new patrons; participate in research projects; and represent the Archives at public functions, some of which may be outside regular hours. The individual will adhere to Department rules and regulations and enforce same when working with the public. The hours are Monday-Friday, 8:00 a.m.-5 p.m.; Saturdays 8 a.m.-1 p.m. (6-8 per year).

Education and experience must meet one of the following criteria:

- Bachelor's degree from an accredited four-year college or university in a field related to the humanities, especially history or library/information science

Preferred qualifications include: Knowledge of Mississippi history; library or archives public service / reference experience; ability to make effective public presentations and to communicate using proper grammar and punctuation; knowledge of MS Word and PowerPoint; strong interpersonal skills and the ability to exhibit confidence, patience and empathy in stressful or high pressure situations; ability to lift forty (40) pounds; excellent time management skills; the ability to work both independently and as a team member.

The Mississippi Department of Archives and History (MDAH) collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest, publicly accessible collection of print, manuscript, audio visual, and digital materials relating to the state. Holdings include more than 55 TB of born-digital and digitized materials; 50,000 cubic feet of state records, manuscript collections, and graphic and audio visual materials; 193,000 published items; and 113,000 reels of microfilm. In FY2013 more than 6200 unique patrons conducted research onsite 59,860 items were circulated, and 8,200 telephone, mail, and email inquiries were answered. MDAH is housed in the William F. Winter Archives and History Building, opened in 2003, in Jackson.

MDAH is an Equal Opportunity Employer.