

Reference Services Lobby Team (Part-time, contract work)

Archives and Records Services

The Reference Services Lobby staff member will perform paraprofessional library work that includes the following: direct building visitors to the appropriate locations, issue research cards to patrons seeking to use the resources of the Archives Library, inform patrons of the library rules and regulations, monitor the library's security cameras and theft alarm, answer the agency's main telephone line, index materials for enhanced public access, and other duties as assigned.

This individual will:

- Greet all MDAH visitors in a pleasant & courteous manner & direct them to the appropriate destinations.
- Assign researcher cards to library patrons: check patron's identification verifies that research applications are filled out completely & signed, remind patrons of the rules & regulations, accurately register patrons using the Koha circulation system & collect monies for replacement research cards.
- Respond to in-person & telephone queries: engage the public & communicates effectively in a pleasant, courteous manner, direct calls to appropriate staff members, relay messages when appropriate, & compile statistics & reports in a timely manner.
- Carry out special research/data entry projects: conduct in-depth research for state officials & administration, provide written report or letter by deadline, make a copy for the subject file when appropriate.

If you would like more information about this position, please contact the MDAH human resources office at 601-576-6865. To apply, submit a resume, statement of interest, and references via mail or email.

Mail:

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

Email:

Shelby Tipton, Human Resource Director
stipton@mdah.ms.gov

The Mississippi Department of Archives and History is an equal opportunity employer.