

<b>JOB TITLE:</b>	Assistant Reference Librarian
<b>DEPARTMENT:</b>	Archives & Library, Reference Services
<b>FLSA STATUS:</b>	Nonexempt
<b>REPORTING RELATIONSHIP:</b>	<b>Director, Reference Services</b>
<b>EMPLOYEES SUPERVISED:</b>	N/A
<b>FULL/PART TIME:</b>	Part Time

**POSITION PURPOSE:**

This position facilitates activities for on-site and external researchers utilizing the IHS Collection

**ESSENTIAL FUNCTIONS:**

1. Interact with researchers, distribute and check in material, answer questions, coordinate photocopy and photo-reproduction requests, and monitor security of and use of research material.
2. Retrieve and reshelve materials from the library's closed stacks.
3. Conduct basic historical research to answer reference inquiries received by the library.
4. Assist with filing and labeling projects and perform a variety of library support tasks.
5. Promote the collections through blogs, library case displays, and/or presenting to school groups.
6. Assist staff in the accessioning, processing, and cataloging phases of collection acquisition and management (including conservation awareness) as time and resources permit.
7. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:**

1. Excellent communication skills, both verbal and written, for diverse audiences.
2. Proven research skills and an understanding of or ability to learn research library practices and procedures, and knowledge of research and bibliographic needs.
3. General knowledge of standard cataloging practices and principles under Library of Congress Classification System.
4. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
5. Commitment to excellent customer service, both internally and externally.
6. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.

**PHYSICAL REQUIREMENTS:**

Physical Movement – Stooping, Bending, Climbing, Kneeling, and Crouching In order to reach & pick up items

Strength – Ability to lift & carry items weighing up to 35 pounds

Manual Dexterity – Ability to handle fragile items with care

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**QUALIFICATIONS:**

MINIMUM: Bachelor's degree in a related field or 3 years' experience working with historical collections.

**Part-time**

*This position is limited to 19 hours/week, including occasional Saturdays. Pay is \$12/hour. No group health or dental benefits are provided for this position. Other benefits include free parking, staff discounts in the Basile History Market and the Stardust Café, employee assistance program, access to a retirement plan and reciprocal benefits at other cultural institutions in Indianapolis.*

**Applications**

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, [hr@indianahistory.org](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.