



SOUTH CAROLINA HISTORICAL SOCIETY

Library Associate

The South Carolina Historical Society, the state's oldest and largest private manuscript archive, seeks a motivated and detail-oriented individual to perform a number of archival and library related tasks. The Library Associate must be able to assist a diverse clientele of academic and lay researchers by explaining library and archival policy, conducting reference interviews, identifying and retrieving research materials and monitoring patrons.

Responsibilities:

- Staffing the reference desk and assisting SCHS patrons with research needs through reference interviews and general orientations.
- Retrieving and handling research materials for patrons
- Assisting with general collections care and tasks
- Conducting research on an as-needed basis to assist with reference inquiries

Requirements:

- Strong capacity for interpersonal communication
- Excellent oral and written communication skills
- Orientation towards public service and working with people
- Ability to think critically and problem solve
- Comfortable working with computers and learning new computer programs
- Ability to prioritize work to ensure that goals are realized
- Ability to work both independently and collaboratively in a team setting.
- Ability to lift and handle containers that may weigh as much as 40 pounds.

Preferred:

- Knowledge of South Carolina or Southern history is a plus.

Salary:

\$14/hour

The position is part-time, approximately 20 hours/week.

Benefits:

Retirement is available with the expectation person will be engaged for at least twelve months.

Work Environment:

The South Carolina Historical Society is a vibrant, exciting, and professionally operated repository for the State's history, culture, and diversity. The organization's mission is to expand, preserve, and make accessible its invaluable collection, and to encourage interest and pride in the

rich history of the state of South Carolina. Work will be carried out at the SCHS Archives, located on the 3rd floor of the College of Charleston's Addlestone Library, where the SCHS shares a research room and service desk with the College of Charleston's Special Collections department.

Applications:

Apply with cover letter, resume, and the names, titles, addresses, and telephone numbers of three references to Molly Inabinett, Librarian, The South Carolina Historical Society, 100 Meeting Street, Charleston, SC 29401 or as pdf email attachment to molly.inabinett@schsonline.org.

Applications received by April 6th will be given full consideration.