



## REFERENCE ASSISTANT (37.5 Hours per Week)

### The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

### Position Summary

Working independently and on a self-initiated basis, the Reference Assistant is responsible for assisting the Reference and Cataloging Librarian in the day-to-day operations of the Research Center, including but not limited to: reference and information services, patron relations, supervision of volunteers, and maintenance of reference resources. This position of 37.5 hours per week is primarily Monday-Friday with occasional Saturday hours.

### Job Duties and Responsibilities (incumbent may perform other duties as assigned)

Assist in the management of the Research Center on a daily basis: assist in management of volunteers; evaluate, manage, and create resources; assist with tasks in cataloging workflow; enforce reading room procedures with staff and patrons; suggest resources for collection development.

Respond to incoming reference requests in a variety of formats (email, telephone, in-person, and postal mail) and ensure a timely turn-around response by: logging incoming requests, monitoring response times, ensuring payment for research requests are paid in full, and tallying statistics on reference requests for monthly reports.

Work with the Reference and Cataloging Librarian to establish goals, develop work plans, monitor statistics, manage the reading room, and supervise reference activities on a day-to-day basis.

Present instructional orientations of Research Center resources to groups and individuals; participate in outreach activities as necessary.

Participate in planning and working with the entire Georgia Historical Society staff to ensure integration of library/archives component into the mission and goals of the Society.

### Experience/Skills Required:

*Knowledge, skills and abilities:* Demonstrated ability to work independently and as a part of a team, to organize and prioritize work and act with initiative and good judgment. Must be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to work well under pressure and with attention to detail. Must represent the Society

in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff.

*Education:* Bachelor's degree in a related field.

*Experience:* Minimum of two years' experience in library/archival repository or museum/cultural institution setting; knowledge of reference services and resources. Familiarity with genealogy resources, integrated library systems, OCLC, Library of Congress classification and subject headings, and MARC 21 bibliographic records. Knowledge of Georgia history a plus.

*Physical demands:* While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, and bend and stand as necessary.

#### Supervisory Responsibilities

Interns and volunteers

To Apply

Send cover letter and resume to:

Reference Assistant

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*