

JOB OPENING

State and Local Records & Appraisal Program Student Assistant

What: 1 Student Worker position available October 15, 2021 – 15 to 20 hours per week

Where: Alabama Department of Archives and History
624 Washington Ave., (immediately south of the Capitol)
Montgomery, AL 36130

Pay Range: \$11.00 per hour for undergraduate student, or
\$14.00 per hour for a graduate student

Duties: Student will assist the State and Local Records & Appraisal Program in clerical work, including, but not limited to, scanning; file renaming; sorting and filing; record keeping; word processing; reformatting documents according to style guides; and preparing for meetings.

Minimum Qualifications:

- Attention to detail, planning, and organization
- Ability to handle repetitive tasks
- Proficient in spelling, punctuation, grammar and other English language skills
- Knowledge of Word, Excel, and PowerPoint
- Competence in typing
- Reliable and shows initiative

Hours:

- Flexible depending on class schedule and needs of department (up to 25 hours per week)
- Available to work Monday-Friday between the hours of 8:30-4:30
- Student should be committed to work a minimum of 15 hours per week
- Student may be able to work during the summer if enrolled full time for the fall

Deadline for Application: Position open until filled. Position posted on 10/05/2021.

Submit completed ADAH [Student Worker Application](#) to Rebecca Hebert at becky.hebert@archives.alabama.gov or call 334-353-5039 for more information.