

Student Worker Job Description– Reference Section

Reviewed/Updated: February 8, 2020

Student worker position requires working within the Reference Section assisting researchers using historical records and reference collections.

Pay Range:

\$8.50 per hour for an undergraduate student (Education and/or History major preferred, but not necessary)

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Retrieve boxes of records from storage areas for research use
- Photocopy/scan archival records for public orders
- Greet, register, and assist patrons with registration process
- Assist patrons with microfilm readers/printers/scanners
- Monitor use of records by researchers
- Answer patrons' questions both in the Research Room and on the telephone
- Answer Research Room telephones and respond to questions or refer to appropriate staff member
- Re-shelve records, books, and microfilm in proper locations
- Perform other duties as assigned

Requirements:

- Comfortable interacting with the public
- Attention to detail and ability to carefully handle materials that may be of historical value
- Ability to work independently and to manage unexpected situations
- Ability to lift or carry objects weighing between 25-50 pounds
- Ability to climb ladders and lift boxes while on ladder
- Interest in and familiarity with U.S. and Alabama history
- Available to work Saturdays 8:30 a.m. - 4:30 p. m.
- Dress is business casual attire with khaki pants or blue jeans. All clothing should be clean, neat, and professional.

Hours:

- Flexible hours up to 25 hours per week, depending on class schedule and needs of department
- Availability between hours of 8:30 a.m. - 4:30 p.m.
- Availability on Saturdays – 8:30 a.m. - 4:30 p.m.

Submit completed ADAH Student application form to Courtney Pinkard at courtney.pinkard@archives.alabama.gov or call 334-353-9272 for more information.