



- Title:** Research Assistant
- Classification:** Non-exempt, Part-time, On-site
- Position Summary:** The Research Center Assistant maintains professional day to day function of the Research Center, providing reference service to researchers and staff, and processing archival collections, as well as order fulfillment of main office sales.
- Reports To:** Director of Collections and Exhibitions
- Time/Schedule:** The Mary Livingston Griggs & Mary Griggs Burke Research Center public hours are 12:30 p.m. to 4:30 p.m. Monday – Thursday. It is expected that the Research Associate will open and close the Mary Livingston Griggs and Mary Griggs Burke Research Center in accordance with the public open hours and process collections materials when not assisting researchers. Other hours may be scheduled for research appointments or special projects. Additionally, 5 hours/week will be used to process collections (4 hours) and fulfill main office orders (1 hour).
- Salary:** \$21/hour for 20 hours/week
- Benefits:** Vacation and sick leave provided. Access to retirement plan after one year of service and employee needs to work 1,000 hours within a year
- Professional Development:** Research Center Assistant shall identify and participate in one professional development opportunity annually.
- RCHS Mission:** Preserving Our Past, Informing Our Present, and Inspiring Our Future

**Specific Responsibilities:**

**Provide reference service in the Mary Livingston Griggs & Mary Griggs Burke Research Center (50%)**

- a. Respond to all public research inquiries (in person, phone, email, online database).
- b. Respond to all RCHS staff and stakeholder research inquiries.
- c. Facilitate sales of center materials, using Neon, Square, or equivalent.
- d. Manage *Permission Use Forms*.

- e. Follow process for billable research time based on customer.

**Maintain professional day to day function of the Mary Livingston Griggs & Mary Griggs Burke Research Center (5%):**

- f. Open and close research center for public hours.
- g. Maintain orderliness of collections stored in basement research center rooms.
- h. Maintain clean and orderly research center.
  - i. Verify function of research center equipment (computers and iPad).
  - ii. Vacuum and dust flat surfaces. [OBJ]
  - iii. Empty garbage and recycling. [OBJ]
  - iv. Wipe down touch spots with anti-bacterial cloth 1x/week.
- i. Execute all research center collections sales, records sales in Neon system, transfer sales information and monies to RCHS accounting office.
- j. Record center work, visitation, and Beacon sales daily.
- k. Execute order filling, sales reporting of memberships and publications, sold in the Research Center.

**Process archival collections (40%)**

- l. Process small archival collections during slow time.
- m. Enter processed collection data into database.

**Other duties as assigned (5%)**

- n. Execute order filling, sales reporting of memberships, and publications sold in Landmark Center using Square, Neon, or equivalent, including packaging and arranging for order mailing.
- o. Oversee volunteers and interns working on collections projects in the center.
- p. Assist Director of Collections and Exhibitions installing exhibits.
- q. Recommend additions to library collection.
- r. After hours or weekend event staffing and attendance (not to exceed 40 hours annually).
- s. Other

**Minimum Qualifications:**

RCHS is looking for a candidate that has the capacity to bring in new ideas to innovate this role as well as streamline processes that have already been established.

- Bachelor's degree in history, MLIS preferred, or equivalent work experience (3-5 years)
- Proficiency with Microsoft applications
- Excellent time management
- Experience working with general public in a customer service environment
- Critical thinking and research skills
- Self-starter

\*A nonexempt employee is a worker who is subject to the Fair Labor Standards Act (FLSA) and is entitled to overtime pay and minimum wage.

### **Diversity, Equity, Accessibility, & Inclusion**

RCHS is committed to ensuring it preserves and presents our county's history. As we continue our work to incorporate more culturally diverse histories, we have made a commitment to diversity, equity, accessibility, and inclusion that is based on this core idea: RCHS exists serve ALL who call Ramsey County home. To learn more, please see <https://rchs.com/about/deai-statements/>.

### **Acknowledging this Sacred Dakota Land**

Mnisóta Makhóčhe, the land where the waters are so clear they reflect the clouds, extends beyond the modern borders of Minnesota and is the ancestral and contemporary homeland of the Dakhóta (Dakota) people. It is also home to the Anishinaabe and other Indigenous peoples, all who make up a vibrant community in Mnisóta Makhóčhe. The Ramsey County Historical Society acknowledges that its sites are located on and benefit from these sacred Dakota lands.

RCHS is committed to preserving our past, informing our present, and inspiring our future. Part of doing so is acknowledging the painful history and current challenges facing the Dakota people just as we celebrate the contributions of Dakota and other Indigenous peoples.

Find our full Land Acknowledgment Statement on our website, <https://rchs.com/about/land-acknowledgement-statement/>. This full statement includes actionable ways in which Ramsey County Historical Society pledges to honor the Dakota and other Indigenous peoples of Mnisóta Makhóčhe

**To Apply:** Send a cover letter explaining why you would like to work with Ramsey County Historical Society, a recent resume, and three references to Mollie Spillman at [mollie@rchs.com](mailto:mollie@rchs.com). References will only be contacted for final candidates for this role. This position is open until January 31, 2025.