



Title: Public Services Assistant
Division: Research Services, Library Division
Supervisor: Director of Research Services

POSITION SUMMARY:

The Public Service Assistant, a member of the library staff, is responsible for performing various duties of the library primarily paging and shelving. This is a part-time position.

The Historical Society of Pennsylvania is an equal access, equal opportunity employer and welcomes individuals from diverse backgrounds and experiences to join our team.

SPECIFIC RESPONSIBILITIES:

- Retrieve material requested from the closed-stacks.
- Reshelf collection material.
- Perform other duties as assigned.

REQUIREMENTS:

- High school diploma
- Bachelor's degree preferred
- Proof of COVID-19 vaccination
- Successful completion of background check

DESIRED SKILLS:

- Prior library experience preferred, but not required
- Detail oriented
- Interest in history

STATUS: Part-time

SCHEDULE: 16 Hours/Week ([including all hours the Library is open to the public](#))

SALARY: \$15/Hour

To Apply: Please send as attachments a letter of interest and a resume to the attention of the Director of Research Services, Steven Smith at ssmith@hsp.org by March 24, 2023. Include in the subject line: Public Services Assistant. Candidates will be interviewed on a rolling basis.

ABOUT THE ORGANIZATION:

The Historical Society of Pennsylvania, founded in 1824, is one of the nation's largest archives of historical documents. We are proud to serve as Philadelphia's Library of American History, with over 21 million manuscripts, books, and graphic images encompassing centuries of US history. HSP serves more than 4,000 on-site researchers annually and millions more around the globe who use its online resources. HSP is also a leading center for the documentation and study of ethnic communities and immigrant experiences in the 20th century, and one of the largest family history libraries in the country. Through educator workshops, research opportunities, public programs, and lectures throughout the year, we strive to make history relevant and exhilarating to all. For more information, visit hsp.org.