



Position Announcement

Library Assistant – Part Time

The Mercer Museum and Research Library has an immediate opening for a part-time Library Assistant, with both weekday and Saturday hours available. Under the supervision of the Assistant Collections Manager for the Library and Archives, the Library Assistant provides reference services and assistance to onsite and offsite researchers. They also oversee the Reading Room, ensuring the security of collections and aiding patrons in using library equipment and technologies.

Other typical workday tasks include collections processing tasks, such as digitization projects, new acquisitions cataloging, and special projects.

A college degree and at least 2 years of experience working in a historical archives or professional library setting preferred. The starting hourly rate is \$13/hour. Ability to lift a 40 pound box required.

Please send cover letter, resume and references to Annie Halliday, Assistant Collections Manager, Library & Archives, ahalliday@mercermuseum.org. No phone calls, please. EOE