



## PART-TIME REFERENCE ASSISTANT

### The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to [www.georgiahistory.com](http://www.georgiahistory.com).

### Position Summary

The Reference Assistant is responsible for assisting with the administration and organization of the GHS library and archives. Duties include helping visitors with locating reference and other information, providing excellent customer service to patrons, and maintenance of reference resources. GHS is hiring part-time employees (20-30 hours per week) and the position is based in Savannah, GA. Occasional pre-scheduled Saturday hours may be required.

### Experience/Skills Required:

Knowledge, skills, and abilities: Demonstrated ability to work as a part of a team, to ask questions, to organize and prioritize work, and to act with good judgment. Must maintain good morale and be a self-starter with flexibility and a willingness to get the job done. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must be able to meet deadlines and metrics with attention to detail. Must represent GHS in a professional manner and be able to work well with diverse groups of people including patrons, board members, donors, volunteers, and staff.

Education: Bachelor's degree in a related field or two years of relevant experience.

### To Apply:

At the Georgia Historical Society, diversity and inclusion is an integral part of our history, culture, and identity. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or other protected status. We are committed to creating a workforce that is reflective of the larger community. All are encouraged to apply.

Send cover letter and resume to:

Reference Assistant  
Georgia Historical Society  
104 West Gaston Street  
Savannah, GA 31401  
Fax: 912.651.2831  
Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*