



# Federal Work Study Job Description

2019-20

July 1, 2019 - June 30, 2020

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**Job Title:** Historic House Assistant

**Site Supervisor \*:** Julie Mancine, Coordinator, Hays-Heighe House

**Department:** Library

**Location:** Hays-Heighe House

**Phone:** (443) 412-2495

**E-Mail:** [Jmancine@harford.edu](mailto:Jmancine@harford.edu)

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**Job description/specific duties:**

**Number of Students Requested: 1**

- Assist Coordinator with exhibit set up/breakdown, packaging, storing and other related duties as assigned.
- Assist with administrative duties such as filing and assisting with bulk mailings.
- Greet visitors, encourage them to sign guest book and complete evaluation forms and record attendance on a tally sheet during open hours Tuesday, 1-3 pm and Thursday 3-5pm.

**Special abilities/skills required:**

- Friendly manner with good communication skills strongly desired.
- Basic knowledge of Word and Excel is a plus.
- Specific knowledge of the history of the House is not required. Interest or major in history, public history, anthropology, sociology or museum studies is a plus.

**Work schedule:**

Work hours are generally flexible between 9:30 and 3:30 Monday through Friday. We would like to have someone to cover open hours Tuesdays, 1-3pm and Thursdays, 3-5pm.

**Total hours per week requested per student:** 10-12 per student

RATE OF PAY: \$11.50 for all students and positions

Check semester(s) covered by this request:

- ✓ Year-Round (July-June)
- ✓ Fall (September – December)
- ☐ Spring (January – May)
- ☐ Summer (June – August)

Additional comments:

*\* Contact Site Supervisor to interview for this position.*

Date of Request: September 12, 2019

If you would like to request a specific student, please send an email to Robin Sullivan at [rsullivan@harford.edu](mailto:rsullivan@harford.edu).