Job Title: Historic House Assistant

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

Department: Library and Information Resources

Location: Hays-Heighe House

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ALL NEW FWS STUDENTS MUST COMPLETE THE BACKGROUND RELEASE FORM AND RECEIVE THE FAIR CREDIT REPORTING ACT RIGHTS FORM.

Job description/specific duties:

Requesting 1 student

- Office duties as assigned to include: filing, assisting with bulk mailings (folding flyers, stuffing envelopes), physically distributing fliers on campus, tabulating evaluation form feedback, and other duties as required.
- During open hours – Greet and orient visitors to the House during open hours. Encourage visitors to sign guest book and complete evaluation forms. Keep a tally count of visitors during open hours.
- During events – Greet guests, request that they sign guest book if event is held in House, pass out fliers and evaluation forms, collect evaluation forms, take a headcount of number of event attendees.
- Post outdoor signs for events and help with set up/clean up duties as requested
- Assist with routine care/cleaning of House
- Assist Coordinator with exhibit set up/break down, packaging, storing as requested
- Other duties as assigned

Special abilities/skills required:

- Interest or major in history, public history, anthropology, sociology or museum studies preferred.
- Reliable, dependable, polite and professional person.
Friendly manner with strong communication and “people” skills, verbal and written, strongly desired. This person will often interact with visitors/guests to the House and programs.

Basic knowledge of Word and Excel a plus.

This position might involve periods of sitting as well as physical mobility such as helping with exhibit set up, routine care of the House, campus-wide distribution of fliers and signage.

Specific knowledge of the history of the House not required. On-the-job training will be provided in that area.

**Work schedule:**

Work hours can often be flexible to work with the students’ class schedule. Generally, students’ can work during the time frame of Monday through Friday – 9:30 am – 3:30 pm. Also, ability to flex schedule in order to help with events is a plus.

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

I would like to request the following student(s): ________________________________________________

__________________________________________________________

**Semester covered by this request:**

- Year Round – July 2016 - June 2017

**Additional comments:**

It is helpful to have student workers who have some flexibility in their schedule and are willing to deviate from their regular schedule to help out at special events, some of which are held, on occasion, in the evening.

*Contact Site Supervisor to submit a resume and interview for this position.*