

Job Description – Research Assistant (RA)

General:

The research assistant's primary role is to provide assistance to researchers who visit the Kennebec Historical Society research room. They should be knowledgeable of the structure of the Archive and Library Collections, the finding aids and the rules governing the use of the facility.

Status:

- Reports to the Librarian for day-to-day operations
- A part-time, volunteer position

Qualifications:

- Possesses basic computer skills
- Knowledge of genealogy and genealogical research would be an asset
- Knowledge or experience in library procedures would be an asset

Specific Responsibilities:

- Research assistants must complete six (6) hours of training developed and delivered by the Society Librarian and Archivist. This training should include collection structure and policies, use of finding aids including the Kennebec Historical Society Collections database tool and policies governing the use of collection materials and the building and grounds
- The RA will remain in the research library when researchers are present except to retrieve materials from storage areas
- The RA will assure that a record of all visits and uses of collection material is kept using forms provided by the Librarian and Archivist
- The RA is responsible for enforcing the collection use policy section of the collections policy and the collections processing document
- Upon the request of researchers the RA will retrieve items from the Archive or Library storage area
- The RA will be responsible for returning all items withdrawn from the library of archive storage to their proper location
- The RA will accept donations to the collection in accordance with the collections processing procedures
- Keep records and inform the Archivist/Librarian when errors are found in the Collections Database
- The RA shall be responsible for the safety and security of visitors
- The RA shall provide the Librarian and Archivist suggestion for improvement in services to researchers

Goals:

- The RAs will share with the Archivist and Librarian the goal of serving 100 researchers each year

- 100% completion of all Deeds of Gifts as specified in the Collections Policies and Procedures