

THPO Office Assistant

Hours: Full time

Salary: \$15.00/hour

Supervisor: THPO Coordinator

Position opened until filled

- Demonstrated commitment to working with special collections or archives; Knowledge of information research methodologies and techniques;
- Knowledge of historical and genealogical information resources;
- Demonstrated ability to prioritize complex requests for assistance and information;
- Ability to communicate effectively, both orally and in writing;
- Respond to e-mail, phone, written, or in-person requests for genealogical and historical information within parameters of THPO policy/procedures
- Coordinates reference services. Primary reference contact for all units within the Upper Sioux Community and Archives for in-person, telephone, email, and correspondence queries. Works with educators, graduate and undergraduate students, international researchers, general public and persons in the federal government;
- Will serve as primary reference to conduct in-depth reference interviews to ascertain research need; acquaint researchers with resources, policy and procedures of department; recommend sources and collections for research. Handles difficult and complex requests independently;
- Conducts complex historical research to answer requests;
- Heritage projects coordination. Identify and work on special projects, in consultation with the THPO Coordinator: Makes recommendations on project design.

Qualifications:

- Some knowledge of Dakota history and language;
- Computer competence – experience with MS Office, esp. Outlook, Word, Excel and Access, and willingness to learn new programs;
- Knowledge of preservation issues,
- Experience with database management software;
- Knowledge of digital preservation issues;
- Knowledge of graphic design, helpful but not required;
- Writing skills - generate correspondence, prepare forms, create and maintain lists;
- Ability to attend to detail with a high level of accuracy;
- Ability to maintain confidentiality;
- Other duties as assigned;
- Valid driver's license and proof of insurance;
- Reliable transportation;
- Random drug testing;

Native American Preference Will Apply

Please submit a cover letter & resume with 3 references to:

Upper Sioux Community

Board of Trustees

Attn: Meri Jo

P.O. Box 147

Granite Falls, MN 56241