

Library Technician

South Dakota Department of Tourism-Office of History

South Dakota State Archives

Position title: Library Technician

The South Dakota State Archives, an office of the South Dakota State Historical Society, collects and preserves government and organizational records, personal papers, publications, photographs, maps, and sound and video recordings which document the history of South Dakota, and makes them available to government agencies and the public.

The South Dakota State Archives needs a library technician for a one- year project funded by the National Endowment for the Humanities (NEH). The project will digitize a number of South Dakota historical newspapers, which will be made available on the Library of Congress website *Chronicling America*. This position involves reviewing newspapers on microfilm, researching and writing reports and essays, updating social media sites, and other duties as assigned. The position is part-time.

Duties: Follow policies and procedures of the archives; assist the librarian and State Archivist with grant related duties such as preparing materials for board meetings, reviewing newspapers on microfilm for quality and suitability for digitization; researching and writing titles essays on individual newspapers; facilitating project activities between the Archives offices in Pierre and Springfield and with the technical contractor; updating the Archives' social media sites; other duties as assigned.

Skills/Qualifications: knowledge of computers and software applications, such as Microsoft Access and Word; organization skills; able to work independently and as part of a team; communicate clearly both verbally and in writing; experience working with social media; demonstrated ability to maintain detailed records; flexibility and willingness to shift priorities according to current needs; knowledge of newspapers or serials; ability to assess complex relationships between titles; ability to maintain focus while conducting repetitive tasks; and experience working with microfilm.

Education and experience: Bachelor's degree from an accredited college or university.

Preferred Qualifications: Experience with research and writing or working with newspapers on microfilm.

Environmental factors: Work is performed in an office setting; must have the ability to lift boxes weighing 30-40 pounds; may encounter dust when working with records; will be using a microfilm reader for extended periods of time.

Closing date: open until filled.

Salary: \$10.16/hour

To apply: Please send a cover letter, resume, and list of three references with contact information to:

South Dakota State Archives
Attn. Chelle Somsen
900 Governors Dr.
Pierre, SD 57501

Or email to Chelle.Somsen@state.sd.us