

Part-Time Reading Room Assistant (2 Positions)

Rockefeller Archive Center

The Rockefeller Archive Center seeks a team-oriented and self-motivated individual to join its Reference team as a Reading Room Assistant (2 positions). This is a part-time, non-exempt position. The Archive Center is located in Sleepy Hollow, NY.

Reporting to the Assistant Director for Reference, the Reading Room Assistant will work with the Assistant Director to achieve departmental goals, particularly with regard to reference and access. The Reading Room Assistant's primary duty will be to support reference and access by serving as a desk monitor for one of the Archive Center's reading rooms. Secondary duties will include supporting the Reference Team's digitization activities, including assisting with the creation of derivatives and quality control of digitized resources. Prospective candidates should have the ability to work in a team-oriented approach with fellow staff members. Prospective candidates must be able to work on multiple projects and possess the ability to adjust to frequent changes and reprioritizations. Knowledge and ability to apply computer technology to accomplish work is required. Excellent written, verbal, analytical, organizational, and interpersonal skills are required.

The salary range for this position is \$21.33-\$29.86 per hour and is commensurate with experience. The Archive Center requires all employees to be fully vaccinated against the coronavirus as a condition of employment. The Archive Center will consider requests for reasonable accommodation on an individual basis in accordance with applicable legal requirements.

The Archive Center is a repository of historical materials and a research center dedicated to the study of philanthropy and the many domains touched by American foundations, individual donors, and the civil society organizations they support. It was established in 1974 initially to gather, preserve, and make accessible the records of the Rockefeller family and their far-reaching philanthropic endeavors, such as the Rockefeller Foundation and the Rockefeller Brothers Fund. The Archive Center has grown and today holds the archives of major foundations, cultural organizations, research institutions, and many individuals associated with these organizations.

The Archive Center is an equal opportunity employer committed to diversifying its workforce and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Archive Center invites applications from candidates regardless of race, creed, color, age, disability, religion, national origin gender, sexual orientation, gender expression, or any other characteristic protected by law. The Archive Center is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities. As part of this commitment, the Archive Center will ensure that persons with disabilities are provided reasonable accommodations. If a reasonable accommodation is needed to participate in the job application process, please contact, careers@rockarch.org. For additional information, including the Archive Center's [Accessibility Statement](#), please visit our website at www.rockarch.org.

To apply, please send a cover letter explaining your interest in the position and qualifications along with a resume via email to careers@rockarch.org and include *Reading Room Assistant* in the subject line of your email.

