

LIBRARY TECHNOLOGY ASSISTANT – PART TIME

The Gloucester County Historical Society (a non-profit organization) in Woodbury, NJ is seeking a part time Library Technology Assistant (15 hours/week plus one Saturday and one Sunday per month). The candidate should have a strong interest in genealogical research and local history with practical experience in the routine, general operation of a library.

The candidate should be detail-oriented and proficient with standard office technologies and software; development and management of databases a plus. The candidate should have experience with Past Perfect or similar collection management software as well as familiarity with microfilm readers.

A minimum of an Associate's Degree is required. The candidate should possess general professional skills with a high level of organizational ability, oral and written communication skills and excellent interpersonal skills including the ability to work independently or in a team environment. The ability to meet deadlines is a must.

Salary commensurate with experience and education.

Please submit resume and salary requirements to:

gchsnj@gmail.com

No phone calls, please.