

**Mississippi Baptist Historical Commission
Dr. Edward L. McMillan University Archives
Leland Speed Library, Mississippi College**

Position Title: Special Collections Associate

Brief Description: The Mississippi Baptist Historical Commission (MBHC) and Mississippi College are seeking a patron centered individual to help perform basic archival functions such as processing, preservation, reference, outreach, advocacy, scanning, filing, etc. in accordance with accepted archival practice. Candidates must be a dedicated Christian servant and have knowledge and understanding of The Baptist Faith and Message.

This position's responsibilities are to both the MBHC and Mississippi College, with an average of 60% of their time, annually, being spent on MBHC duties. An average of 40% of their time, annually, will be spent on MC duties. This is due to the majority of the salary for this position being funded by the MBHC and MC supplementing the salary and the position's benefits.

This is a full-time, twelve-month Mississippi College staff position.

Salary: \$32,000-\$35,000 depending on experience

Minimum Education Required: Bachelor's degree or equivalent combination of education, training and experience.

Responsibilities:

- Digitize, process, and provide access to Special Collections primary source material. Includes creating metadata for scanned materials and performing quality control on images and metadata.
- Assist in setting priorities and processes for collections.
- Assist with reference services, including responding to email and telephone inquiries, and assisting researchers in the reading room.
- Develop and/or install exhibitions.
- Contribute content to the Special Collections website.
- Maintain responsibility of the Special Collections department in the absence of the Head of Special Collections.
- Maintain professional knowledge base and skills through continued education.
- Perform other archival projects and duties as assigned by the Head of Special Collections.

Required Knowledge/Skills/Abilities:

- Ability to manage multiple priorities and tasks.
- Ability to learn new technology quickly.
- Experience in planning and/or implementing projects.
- Excellent oral and written communication skills, organizational skills, and time management skills.
- Ability to work individually and in a team-based environment.
- Ability to perform detailed tasks with a high degree of accuracy.
- Interest in historical records, reference services and records management.
- Experience with Microsoft Office, Google Suite, and/or Adobe Creative applications.

Preferred Qualifications:

- Understanding of research library functions and familiarity with a wide range of material types including rare books, archival collections, audiovisual and electronic materials.
- Experience with preservation issues, handling rare and fragile materials, reference assistance and/or records management.
- Work experience in a library, archive or museum.
- Experience using photo duplication and digital imaging hardware.
- Knowledge and experience curating displays.
- Familiarity with Mississippi College and its history.

Work Environment

- Frequently required to lift/carry 10 pounds, occasionally up to 25 pounds, rarely up to 50 pounds.
- Ability to handle safely and move carts, dollies or hand trucks loaded with up to 100 pounds.
- Ability to work in an office environment and with materials where dirt, dust or other allergens may be present.

Reports to: Head of Special Collections

The **Mississippi Baptist Historical Commission** is an agency of the Mississippi Baptist Convention Board and serves as the state-wide repository for Southern Baptist church records. They are a collection of primary and secondary sources relating to Mississippi Baptist history. Materials are available in a variety of formats, including published books, unpublished manuscripts, microfilm, serials, including *The Baptist Record*, digital files, vertical files, oral histories, and photographs.

Mississippi College, governed by a Board of Trustees elected by the Mississippi Baptist Convention, is a private, co-educational, comprehensive university of liberal arts and sciences and professional studies dedicated to the pursuit of academic excellence. Founded in 1826, Mississippi College is the oldest institution of higher learning and the largest private university in the state of Mississippi. The **McMillan University Archives** preserves official records of the university, as well as, materials about student life and all things MC.