

**Schlesinger Library on the History of Women in America
Harvard Radcliffe Institute**

Reading Room Student Assistants

- Hours:** 14 hours/week with weekly schedule to be determined.
The Library is open Monday through Friday, 9 to 5; Saturdays (9 to 5) to return in the near future. Schedules will include Saturdays, once hours are expanded.
- Eligibility:** This is a pre-professional position open to currently enrolled Simmons GLIS students.
- Library:** The Schlesinger Library draws thousands of researchers each year to study the history of women and gender in the United States. The Library's holdings include manuscript collections of individuals, families, and organizations, with particular strengths in women's rights, suffrage, feminism, health and sexuality, social reform, and education. The Library's book and periodical collections cover themes of women, gender, culinary history, zines, and more. Some collections of note include Radcliffe College Archives, Judy Chicago, Grace Zia Chu, Angela Davis, Betty Friedan, Charlotte Perkins Gilman, June Jordan, Pauli Murray, Boston Women's Health Book Collective, and the National Organization for Women. The Library has a particularly strong culinary focus, including manuscript and published materials, dating from the late 18th century to the present.
- Location:** 3 James Street, Cambridge, MA (in Radcliffe Yard, 2 blocks from Harvard Square)
- Description:** Under the supervision of the Research Librarian and Research Services Assistant, the Reading Room Assistants support the work of the Department. The Assistants work in the Reading Room; retrieve and reshelve requested materials; check-in and return off-site material; help monitor Reading Room security; scan materials for researchers; and assist Research Librarians and Archivists with projects as needed.
- Qualifications:** Required:
Reliable and able to commit to a set weekly schedule including eventual Saturday coverage.
Professional and courteous approach to working with a wide range of researchers and staff.
Exceptional focus and close attention to detail.
A sense of curiosity and desire to learn.
Ability to manage multiple simultaneous tasks, be flexible, and balance priorities.
Strong written and verbal communication skills.
Ability to lift boxes weighing up to 40 pounds.
- Preferred:
Reading Room, Reference Desk, or other Special Collections work experience.
Familiarity with Aeon and FilemakerPro.
Interest in women and gender studies/history.
- COVID Vaccination:**
Harvard will require COVID vaccination for all Harvard community members. Individuals may claim exemption from the vaccination requirement for medical or religious reasons. More information regarding the University's COVID vaccination requirement and exemptions may be found at the University's "COVID-19 Vaccine Information" webpage:
<http://www.harvard.edu/coronavirus/covid-19-vaccine-information/>
- Salary:** \$20.00/hour
- Start date:** TBD; estimated September 2022
- To apply:** **Application deadline: Open until filled**
Submit cover letter, resume, and three references to:
Jennifer Fauxsmith, Research Librarian jennifer_fauxsmith@radcliffe.harvard.edu