

**College to County Program Intern Position
Multnomah County Library
John Wilson Rare Book Room**

SEASONAL TEMP POSITION: June through September

SALARY: \$15.58 hr. (20-40 hours per week, Monday-Friday)

LOCATION: Central Library, 801 SW 10th Ave., Portland, OR 97205

Description

The Library is seeking qualified candidates for a temporary position in the John Wilson Room, our rare book collection at the Central Library. The John Wilson Special Collections houses the rare book and other special collections of Multnomah County Library in a controlled environment for the preservation of rare and historically significant materials. The original focus was a gift of the private collection of John Wilson, an avid book collector with broad interests. Wilson, born in Ireland, arrived in Oregon in 1849. In subsequent years, other gifts and materials culled from the library's collections have widened the scope and depth of the John Wilson Special Collections' holdings to more than 10,000 volumes. If you are enthusiastic about rare materials or archives and helping a seasoned professional librarian, this is a unique opportunity for you!

Job Tasks

A few sentences about what the intern's daily tasks will be. Doesn't have to be extremely detailed or extensive, for example:

- Assist in processing archival materials.
- Create finding aids for manuscript collections.
- Create inventory of gifts as needed.
- Assist with installing exhibitions.

Knowledge/Skills/Abilities Required

- Experience with using special collections (rare books or manuscripts) as a student, volunteer or scholar;
- Demonstrated enthusiasm for rare or archival materials;
- Strong skill in word and data processing;
- Able to handle fragile works of paper and other materials;

- Able to follow instructions;
- Can work when the John Wilson Special Collections is open, and can generally follow a regular work schedule week-to-week.

Special Requirements

- Previous employment in special collections (rare books or manuscripts);
- Strong organizational skills;
- Legible and clear handwriting;
- Background in historical or literary studies.

Veterans' Preference

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions

Please fill out and submit an application for this position through the form also located at this website. The deadline for submitting online application is March 13, 2015.