

**NEW JERSEY HISTORICAL COMMISSION
P.O. BOX 305 TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

ISSUE DATE: December 21, 2020

CLOSING DATE: January 8, 2021

DIVISION: New Jersey Historical Commission

SALARY: \$25/hour

TITLE: Research Assistant

DEFINITION: The New Jersey Historical Commission (NJHC), a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history, seeks a part-time Research Assistant to help audit, aggregate, and organize information related to the establishment of a centralized state historical markers program. In support of NJHC staff and reporting to the Executive Director, the Research Assistant will be assigned duties including:

- Reviewing existing lists and databases of state historical markers in New Jersey for consistency, accuracy, and other information.
- Developing a comprehensive and intuitive system for combining, tracking, and evaluating state historical markers in New Jersey.
- Conducting research to fill in missing information, such as unconfirmed text or locations.
- Traveling to locations of state historical markers to confirm their physical condition and text.
- As time allows, beginning a preliminary review of state markers requiring revision for interpretive purposes and/or suggestions for new markers.
- As time allows, offering input on review and approval processes, outreach methods, and other aspects of creating a sustainable state historical markers program.

This is a part-time, termed position with funding for up to 600 hours. The work will be concluded by July 1, 2021.

REQUIREMENTS: The Research Assistant must:

- Possess excellent written and verbal communication skills
- Be a skilled and thorough researcher, with demonstrated research experience
- Have experience with database creation and management
- Exhibit professionalism, the ability to take initiative, and a collaborative work style
- Show strong organizational skills and attention to detail (strategic thinking and project management skills a plus)
- Possess competency with Microsoft Office Suite, social media, and other web-based platforms
- Be able to work remotely, commute to work at the NJHC offices in Trenton when conditions permit, and travel to historical marker locations statewide (mileage for the latter will be reimbursed)
- Attend weekly staff meetings to facilitate communication and smooth project development
- Other duties as assigned

EDUCATION: The Research Assistant must have an undergraduate degree in history, public history, historic preservation, library sciences, museum studies, or a related field.

EXPERIENCE: The Research Assistant must have experience with research and show an interest in public history, history, historic preservation, or a related field. Work experience in such a field is strongly preferred.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Anyone who meets the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter and resume by the closing date to Sara Cureton, Executive Director, New Jersey Historical Commission at sara.cureton@sos.nj.gov.

*Responses received after the closing date may be considered if the position is not filled.