

Connecticut State Library
Summer Worker

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: 231 Capitol Avenue, Hartford, CT 06106
Job Posting No: **104827**
Hours: Part time, 30 hours per week, duration of six weeks, temporary, no benefits
Salary: \$ 8.25 per hour
Closing Date: **May 5, 2013**

Museum of Connecticut History

The position within the Museum of Connecticut History may involve working with a Collection Management System (CMS) (PastPerfect and/or CollectiveAccess) and/or digitizing collections. Duties involved with the CMS may include data import/export, file management, and data conversion. Duties involved with digitizing may include digital capture of documents and photographs using a flatbed scanner or camera, depending on skill set, and assisting in the creation of metadata. Other duties as assigned.

Qualifications: Good communication skills, ability to perform repetitive tasks and attention to detail, ability to work without close supervision, basic computer skills. Experience with a CMS or database management is a plus.

Application Instructions: Interested and qualified candidates should submit a cover letter that describes your interest and suitability for the position, resume, and application for Examination or Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services, Small Agency Resource Team – SmART Unit
165 Capitol Avenue, 5th Floor East
Hartford, Connecticut 06106
Confidential Fax: (860) 622-4921 (preferred method of submission)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.