

<b>Position Title:</b>	Newspaper Index Data Entry
<b>Goal of Position:</b>	To enter data, indexed from Carver County newspapers, into an online database for use by museum staff and researchers
<b>Possible Duties:</b>	<ul style="list-style-type: none"> <li>- Enter information from historic and modern newspapers from handwritten index cards into an online database</li> <li>- Provide data entry, typing, filing, and spreadsheet support for library records</li> <li>- Update records that have previously been entered or were entered incorrectly into the database</li> <li>- Proofread index cards for spelling and other errors</li> <li>- Store cards when completed for filing by museum staff and volunteers</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>- Accurate typing skills (speed is not required, accuracy is a must)</li> <li>- Attentive to detail</li> <li>- Ability to work independently with minimal supervision</li> <li>- Ability to concentrate in a variety of environments</li> <li>- Ability to read a variety of handwritings</li> <li>- Strong spelling, grammar, critical reading and proofreading skills</li> <li>- Desire to improve and preserve museum records</li> <li>- Familiarity with data entry preferred, but not required</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>- Learn about Carver County history and support the CCHS mission</li> <li>- Opportunity to gain experience in an office setting, word processing, and database programs</li> <li>- Play a significant role in helping to address Historical Society patron needs</li> </ul>
<b>Orientation/ Resources/ Training:</b>	<ul style="list-style-type: none"> <li>- Orientation to the Carver County Historical Society</li> <li>- Introduction to CCHS library and its collections</li> <li>- Database, network, and copier training</li> <li>- Specific online database training</li> <li>- Instruction in reading and creating newspaper index cards</li> <li>- On-site supervision by CCHS staff</li> <li>- Project direction provided as needed</li> </ul>
<b>Time Commitment:</b>	Various shifts available Monday through Friday, 8:30–4:30pm and Saturday, 10am–3pm
<b>Supervisor:</b>	Researcher