

## Office of the Clerk

### VACANCY ANNOUNCEMENT

<b>Position:</b>	Historian, United States House of Representatives
<b>Department:</b>	Office of the Clerk U.S. House of Representatives
<b>Salary Range:</b>	\$140,000.00 to \$160,000.00
<b>Description:</b>	The Historian provides historical research for House Members, and oversees the creation of presentations and publications by the office. The Historian supervises and oversees all responses to historical inquiries from the news media, oral history interviews, the Office's interactive public website and other outreach activities touching Members, the public, students, teachers, and scholars. The Historian leads a staff of more than a dozen professionals including individuals holding M.A. and Ph.D. degrees.
<b>Minimum Experience:</b>	Applicant must have a Ph.D. in a field of U.S. history and at least five years experience in U.S. historical work, such as advanced teaching, archival research and/or management, or leadership in another historical agency. Knowledge of U.S. political history, government processes, and institutions is required. Must have experience in using the resources and services of Library of Congress or National Archives, or other major public repositories. Knowledge of the needs, methods, and techniques of scholarly historical research, including experience in using print, electronic, and online resources. Demonstrated skill in writing books, articles, essays, or research reports for both general and specialized audiences. Must demonstrate skill in presenting scholarly papers and other public presentations. Ability to edit historical documents. Ability to communicate effectively, both orally and in writing. Ability to work collaboratively with the Immediate Office of the Clerk, Office of History and Preservation, as well as Members and their staffs, historians, curators, editors, journalists, and other offices and institutions. Significant administrative and management experience is required. Demonstrated initiative in public outreach and excellence in public speaking is required, and able to lift or move 25 pounds of library materials.

**Contact:** No phone calls please. Interested parties should write or email their applications to:

Mr. Eddie Flaherty, Chief Clerk  
Committee on House Administration  
1309 Longworth House Office Building  
Washington, D.C. 20515  
Email: [eddie.flaherty@mail.house.gov](mailto:eddie.flaherty@mail.house.gov)

**Application Process  
and Closing Date:**

Applications must be received no later than August 16, 2010. Applications will NOT be accepted after 6:00 p.m. EST. Electronic Applications are preferred. Hard copy applications received by the deadline will be accepted. Only complete applications will be considered. Applications must include a cover letter of up to 400 words explaining applicant's interest in the position, a current resumé, and *three* letters of recommendation (recommendations not included with the application should be mailed to Eddie Flaherty at the contact address above).

E-mail the application and any supporting documents as attachments in a ".pdf". Place the words "Application: House Historian" in the subject line of your e-mail -- otherwise your application may not be given further consideration.

Hard copy applications should be mailed to Eddie Flaherty at the contact address above (House mail screening may delay delivery of the application by up to 10 days).

The search committee that will evaluate candidates includes: Richard D. Brown, Board of Trustees Distinguished Professor of History, *Emeritus*, University of Connecticut (chair); Allen Guelzo, Henry R. Luce Professor of Civil War Studies and History, Gettysburg College, Dr. Trudy Peterson, Archival Consultant; Donald Spivey, Professor of History and Cooper Fellow, University of Miami; and Julian Zelizer, Professor of History and Public Affairs, Princeton University. Qualified candidates will be contacted by the search committee if selected for an interview.

**Background Check:** Continued employment is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will. EOE.

This position is subject to House Rules/laws limiting outside earned income, limiting the receipt of gifts and travel from third parties, requiring annual financial disclosure, and prohibiting the receipt of honoraria

([http://ethics.house.gov/Media/PDF/2008\\_House\\_Ethics\\_Manual.pdf](http://ethics.house.gov/Media/PDF/2008_House_Ethics_Manual.pdf)).