



Cuyahoga County
Together We Thrive

Cuyahoga County Department of Public Works County Archives Co-ops

We are currently hiring co-ops for the Cuyahoga County Archives

Requirements: High School graduate & currently attending a college, university, or enrolled in some form of higher education. Background or interest in history, museum studies, library science, or family history, preferred.

Research and Reference or Records Management: Work on site at the Cuyahoga County Archives, 3951 Perkins Ave., Cleveland, OH 44114. Respond to requests for information from documents preserved by the Archives, e.g. birth, death, marriage, naturalization, maps, estate and coroners files, etc., preparing copies of requested records as required. Assist in the inventory and description of records in the holdings of the County Archives to augment its existing shelf list. Work with the Archives staff to prepare small exhibits that showcase the records of interest maintained by the Archives. Complete special projects at the request of the Archivist. Co-ops report to the County Archivist.

Location: 3951 Perkins Avenue Cleveland, OH 44114

Pay rate: \$17.00

Interested applicants please apply at: www.cuyahogacounty.us/human-resources

Or send your resume to: Jennifer Ramsey - jramsey@cuyahogacounty.us