



Historian Job Description

Position Summary:

The PA History (PAHx) Society seeks an individual with a passion for the history of the physician assistant profession. The Historian is required to work a minimum of 6 hours per week, remotely, and travel to the Johns Creek, GA office 2-3 times a year to work on specified projects as needed. Travel includes attending the Board of Trustee meetings in April and November and if needed, a third visit to the PAHx office. In addition, the Historian may be asked to travel to The Stead Center in Durham, North Carolina, when necessary. As a team member, the Historian will help maintain, update and grow the organization's archival, library, and museum collections and assist with PAHx Society special projects. The Historian will write articles for the PAHx Society quarterly newsletter, *JAAPA*, *JPAE* and other PA publications. The Historian is also required to participate in speaking engagements when funding is available.

This is a part-time, hourly independent contractor position, without benefits. The Historian is responsible for submitting a quarterly invoice to the Managing Director outlining their hours worked for reimbursement. The hourly wage is \$50.00 per hour; not to exceed \$18,000 per year. Travel costs for the Historian to attend the April and November Board Meetings, PAHx office visits and the Stead Center visits will be covered by the PA History Society. As an independent contractor, the Historian is required to participate in an annual performance review with the Managing Director.

Responsibilities include working with the PAHx Society Staff and Board to:

- Grow the Society's archival collection by identifying and researching missing material from the history of the profession.
- Identify subject experts and key members of PA community, who can provide guidance and insight about key events and topics associated with the PA profession.
- Identify individuals for oral histories and/or biographies, and participate in the recording of interviews and writing biographies.
- Promote the educational and research use of the Society's Archives to PAs, PA students, PA programs, PA organizations, and the public through outreach and speaking engagements, when funding is available.
- The Historian will participate and contribute in the PAHx PA Historian Boot Camps (Historian training workshop) to mentor and develop a new generation of physician assistant historians.
- Be familiar with the Stead Center in Durham, NC, and be willing to visit the center when necessary.
- Participate in ZOOM calls with PAHx Managing Director and Senior Archivist once per week.
- Provide written and verbal reports to the PAHx Board of Trustees during Board Meetings (April, August & November).

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- Serve on the PAHx Archival & Website Committee which oversees the policies that govern the Society's archives and website development and leads the organization's efforts in writing biographies, conducting interviews, writing newsletter articles, and developing new exhibits.

Minimum Qualifications:

- Proven leadership, communication, research, writing and publication skills (writing samples required).
- Candidate must be a PA (either PA education, clinical or retired) with a strong connection to the current PA community and national PA organizations.
- A solid knowledge base of the PA profession's history -- from its inception to present day -with proficiency about the people and historical events over the past 55 years. Specifically, more recent PA history from the last two decades (2000s & 2010s) as well as a connection to the current developments happening throughout the profession.
- Understanding of archival processes and procedures.
- Self-motivated with the ability to work under minimal supervision and handle multiple priorities with a strong attention to detail.
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point), Adobe Acrobat, ZOOM conferencing, and social media (Facebook, Twitter, Instagram).