



Title: Research Historian

Date Printed: 06/23/2018

Job Posted On: 05/10/2018

Posting Expiration Date: 07/11/2018

Work Location: Rockville, Maryland,

---

### **Description**

If you are passionate about uncovering information about the past, you may want to consider a career as a research historian for History Associates Incorporated. History Associates is a professional historical services firm seeking an experienced research historian with excellent writing skills that are clear, concise and accurate to join our team. The individual will be given the opportunity to work across all service lines exposing one to a variety of assignments. Duties include but are not limited to conducting extensive primary and secondary source research, writing research reports and project management which includes maintaining budget requirements.

### **Job Responsibilities:**

- Conduct historical research in government repositories
- Overseeing project work and a project team
- Timely follow up on leads making sure requested information is received in a timely manner
- Manage project budget
- Proposal and report writing - History Associates is an Equal Opportunity Employer

---

### **Required Skills**

### **Required Qualifications**

- BA/BS/MA in history or other research & writing fields
- GPA 3.5 or above

- 
- Experience as a project manager a plus
  - Experience conducting research in government repositories
  - Excellent writing and communication skills
  - Ability to work independently and in teams
  - Professional, thorough and detail oriented
  - Ability to work well with others
  - African American Studies a plus

### **Benefits**

---

History Associates offers an excellent benefits package including holidays; annual and sick leave; medical, dental, life, and disability insurance, 401(k) plan; and bonus plan.

**Kind:** Full Time

**Level:** Professional

### **Apply**

---

**How to apply:** Applicants should submit a cover letter, resume, writing sample (20 pages max.) demonstrating both research and analytical capabilities, transcript, and three references with e-mail addresses to:

History Associates Incorporated

ATTN: Doris Miles, Director of Personnel

00 N. Stonestreet Avenue

Rockville, MD 20850

Fax: 301-279-9224 E-mail:

[dmiles@historyassociates.com](mailto:dmiles@historyassociates.com)

Packages not containing all information requested will not be considered for this position.

**History Associates is an Equal Opportunity Employer**

[Go to Diversity.com](http://Diversity.com)

Diversity.com is the most trusted and affordable resource for any organization in search of diverse

professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.