2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HCMC1 – Historical Research Assistant

DEPARTMENT NAME: Humanities Computing and Media Centre

CONTACT NAME: Stewart Arneil

JOB DESCRIPTION:

You will be doing some or all of the following based on project need and your interests/abilities:
- summarizing government case files for individuals,
- adding archival metadata information to existing archival records
- marking up various document types in TEI-XML (training will be provided)
- proofing various types of documents

The work may be for various projects.

QUALIFICATIONS:

Required: Interest in Digital Humanities and willingness to learn technical skills and markup languages. Working habits based on meticulousness, accuracy and consistency. Able to interpret and apply style guides and similar documents. Sound research, writing and proofing skills.

Desirable: Historical research experience. Experience editing HTML or XML (ideally TEI) documents, or editing spreadsheets. Experience with the Subversion repository system.

JOB LOCATION ON-CAMPUS: A316 Mearns Centre, McPherson Library (or remotely)

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $2.50/hour (to match undergrad RA rate)

HOURS AVAILABLE: 160

HOW TO APPLY: Resumé with covering letter to sarneil@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php