

**2021/2022 WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** LIBR5 - Special Projects Assistant - Podcast

**DEPARTMENT NAME:** LIBR — University of Victoria Libraries

**CONTACT NAME:** Karina Greenwood

**JOB DESCRIPTION:**

This position will assist with the work of the Associate University Librarian for Reconciliation (AULR) at UVic Libraries with the AULR's podcast series, *Taapwaywin: talking about what we know and what we believe*. The AULR oversees the efforts of UVic Libraries to decolonize approaches to the Libraries physical and digital collections, and to celebrate and integrate Indigenous ways of knowing and being into the Libraries' workplace to deepen the university's commitment to respect and reconciliation. The office of the AULR is supported by a diverse team of librarians, library professionals, and staff, and includes Grants and Awards, Learning and Research, Communications, Events, Staff Development, and a range of other projects and initiatives related to equity, diversity and inclusion as the Libraries moves forward in its path toward Truth, Reconciliation, and Decolonization in its organization and resources. This position is part of the integral work being done by the library regarding knowledge mobilization, dissemination, and accessibly, in line with the University of Victoria's goals to create bridges between the university and the community and stakeholders while promoting and contributing to the university's work on truth and reconciliation.

The main goal of this position is to aid with the work on the second season of the AULR's podcast series *Taapwaywin: talking about what we know and what we believe*, a project dedicated to expanding our conversations regarding truth and reconciliation and committed to honouring and celebrating Indigenous knowledges while exploring ties to stories from around Canada and the rest of the world. This position will principally involve the important task of creating and editing the transcripts for recorded podcast interviews using the Otter.ai transcription software. As a team member listening to podcast interviews, the Special Projects Assistant will also have the opportunity to offer suggestions on the content and creative direction of this upcoming podcast season. There may also be occasions to provide other support to the podcast project as needs arise. This work is an essential part of podcast production, while also providing an opportunity for a student to become involved and gain experience in an exciting and burgeoning new media field.

**QUALIFICATIONS:**

Excellent written, digital and oral communications skills; creative thinker: an ability to work independently or in a team environment; must be able to multi-task; be flexible and work well under tight deadlines. Experience with transcription work or Otter.ai desirable. Commitment to or passion for the work of reconciliation, decolonization, and anti-racism.

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>

**JOB LOCATION ON-CAMPUS:** University of Victoria Libraries  
Office of the Associate University Librarian-Reconciliation

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 120

**HOW TO APPLY:**

Send a resume and cover letter expressing interest to Karina Greenwood, at [karinagreenwood@uvic.ca](mailto:karinagreenwood@uvic.ca). Position will remain open until filled.