

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** LIBR7 - Historical Textbooks Digital Library Assistant

**EMPLOYEE GROUP:** CUPE

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

**CONTACT NAME:** Pia Russell

#### JOB DESCRIPTION:

At the direction of UVic Libraries' Education Librarian, The Historical Textbooks Digital Library Assistant will assist with the physical and digital organization and categorization of the libraries' Historical Textbooks Digital Library. Tasks include: cross-referencing holdings with lists such as historical BC Ministry of Education curriculum guides; brief description; transcription; tagging and/or encoding; and some web work. Ample training and guidance will be provided. This digital library can be browsed via this link on the UVic Libraries' digital collections page:

<https://www.uvic.ca/library/featured/collections/about/curriculum-textbooks.php>

#### QUALIFICATIONS:

Undergraduate in History, Education, Indigenous Studies, or Gender Studies preferred. Applicants must have strong interpersonal skills as well as the ability to work productively on their own, in a team, and directly with a supervisor. Having a willingness to learn and being reliable and conscientious are important. Strong writing and editing skills, as well as good attention to detail, are essential. Experience or knowledge of heritage, cultural, or educational institutions is an asset but not necessary.

**JOB LOCATION ON-CAMPUS:** Mearns Centre for Learning-McPherson Library

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

**HOURS AVAILABLE:** 120 Hours

#### HOW TO APPLY:

Apply by September 30, 2022 to Pia Russell, Education Librarian, Mearns Centre for Learning-McPherson Library at [prussell@uvic.ca](mailto:prussell@uvic.ca) or by phone at 250-721-8259.

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>