JOB TITLE: HCMC4 – Metadata Markup and Database Assistant

DEPARTMENT NAME: Humanities Computing and Media Centre

CONTACT NAME: Stewart Arneil

JOB DESCRIPTION:

The work will be spread across more than one project, likely including Landscapes of Injustice, the Great Unsolved Mysteries in Canadian History, Servitengasse and others. Typical tasks include:

1. Edit data and metadata in relational database fields to ensure completeness and consistency in preparation for processing into output forms.
2. Research and populate metadata fields in compliance with a specification (for migration of data from Zotero environment to an XML file for eventual processing and upload to AtoM and an XML database).
3. Assist in restructuring an archive of images, and making necessary changes to metadata for images to prepare them for processing.

We are willing to provide technical training necessary to complete these tasks.

QUALIFICATIONS:

Required: Interest in Digital Humanities and willingness to learn markup languages, simple database structures and related technical skills. Work habits that demonstrate meticulousness, accuracy and consistent application of theoretical knowledge to specific data. Sound analytic skills.

Desirable: Experience marking up documents with TEI P5 XML using the oXygen XML editor. Experience with online databases or archiving applications. Experience with the Subversion repository system. At least two upper-level Humanities courses, ideally in relevant fields.

JOB LOCATION ON-CAMPUS: HCMC (Mearns Centre McPherson Library A316)

WORK STUDY WAGE: $13.50
DEPARTMENT TOP UP: $4.00

HOURS AVAILABLE: 125

HOW TO APPLY: Resume with covering email to sarneil@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php