JOB TITLE: LIBR2 – Historical Textbook Digital Library Assistant

DEPARTMENT NAME: Libraries – Learning and Research Unit

CONTACT NAME: Pia Russell, Education Librarian

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: Learning & Research Unit—McPherson Library (2nd floor).

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 120 hours

HOW TO APPLY: Pia Russell, Education Librarian. McPherson Library. 250-721-8259. prussell@uvic.ca

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