Position Description

Digital Scholarship Editors are invested in Oxy student engagement with undergraduate research, critical making, and the digital humanities. DSE’s work with Oxy students, faculty and staff in a curatorial and editorial role, assisting in technical infrastructure design and development, proofreading and editing digital scholarly projects and showcasing digital work projects. Digital Scholarship Editors are expected to be self-starting and proactive in their contribution to the Occidental and broader public knowledge communities.

Duties/Responsibilities:

- Ability to work in spaces and events that honor differences in gender, race, ethnicity, sexuality, class, religion, language access, mental, and physical ability
- Approachable, sociable, and patient, esp. with different kinds of researchers.
- Curiosity to learn skills and subjects outside of one’s comfort zone; ability to have one’s ideas and expertise challenged; self-motivated and self-directed learner
- Punctuality, dependability, and ability to follow through with tasks
- Proficiency and/or interest and capacity to learn digital scholarly tools, resources and platforms (e.g. Global Crossroads, Scalar, Omeka, ArtStor/Shared Shelf, VR, 360 video)

Qualifications/Preferences:

- Support student and faculty digital scholarship in training, consultation, and editorial roles
- Maintain schedules and administer presentation systems (e.g. Global Forum media wall)
- Serve as a liaison between departments and programs, student clubs/organizations and the peer learning team re: digital scholarship
- Maintain instructional and lab spaces (e.g. Varelas Innovation Lab, Brown Lab, Critical Making Studio)
Start Date: ASAP
End Date: 5/15/2020
Work Schedule: 6 (Not to exceed 10 hours per week)
Starting Pay Rate: $14.25/Hour
To apply: Contact Jacob Alden Sargent sargent@oxy.edu with an email of your interests and a one page resume.