



## Digital Scholarship Assistant

*Center for Digital Liberal Arts*

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Fall 2019

### **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](mailto:sargent@oxy.edu) with an email of your interests and a one page resume.