Peer Research Assistants

Center for Digital Liberal Arts

Fall 2019

Description:
Interested in learning more about how information is organized and shared in the 21st century? Curious about where to find reliable, credible, trustworthy information resources? Aiming to develop your Google- and information-seeking expertise?

Apply to be a Peer Research Assistant for the Center for Digital Liberal Arts (CDLA) at the Academic Commons! Develop your own research and information finding skills, help others, and build your resume with hands-on knowledge about library databases, information platforms, and content management systems.

Qualifications/Preferences:
Peer Research Assistants (PRAs) assist the disciplinary specialists of the CDLA and fellow students with research questions as assigned and during evening drop-in advising hours held in the Academic Commons. PRAs will work with the Digital Scholarship Assistants (DSAs) to assist with CDLA projects related to the development of online research guides, screencasts, tutorials, and promotional materials related to learning important research skills. PRAs and DSAs are required to meet together weekly in a seminar style workshop for training, skill building, and discussion about the future of libraries and digital information.

- Experience with library databases and research assignments; independent research experience or research assistant experience preferred
- Experience as a tutor, teacher, workshop leader, or less formal training role; leadership experience preferred
- Basic proficiency with social media and online communication tools
- Familiarity and interest in working with graphic design tools such as Canva or Photoshop to develop promotional materials for services
- Ability to work collaboratively as part of a team, as well as independently and methodically;
conduct oneself as a professional

- Flexible availability; evening/weekend work will be required.

Duties and Responsibilities:

- Assist and support student research questions as assigned and during drop in hours for classes that are working with the CDLA. Questions might concern:
  - finding and accessing library and online resources, including academic articles, images, data, and other sources
  - help with citation styles and managing bibliographic information
  - effective use of information in research papers for courses, digital scholarship projects (e.g., Scalar, Omeka, Global Crossroads), and other academic research projects requiring outside research and use of scholarly materials
- Investigate and troubleshoot technical and reference problems assigned by Library and CDLA staff.
- Promote the research support services to peers through the collaborative development of an outreach campaign, design of drop in space and signage, and related social media.
- Develop research and learning guides related to information resources in the library and on the open web
- Attend weekly PRA/DSE seminar meetings prepared to learn, discuss assigned materials, and share work experiences.
- Communicate regularly and proactively with CDLA staff, Library staff, and fellow PRAs about assignments.
- Understand and follow ethical and legal guidelines concerning information resources and content, including matters relating to privacy, licensing, copyright and fair use.
- Support the daily operations of the CDLA with duties as assigned

Start Date: ASAP  
End Date: 05/16/2020  
Work Schedule: 2-6 hours/weekly  
Starting Pay Rate: $14.25/Hour

To Apply:  
To apply, complete the HR Student Employment Application and attach a .pdf of your one-page resume to Samantha Alfrey, Arts and Humanities Specialist, Center for Digital Liberal Arts (salfrey@oxy.edu)