



Digital Scholarship Centre Graduate Student Assistants

Posting Date: July 30, 2019
Closing Date: August 11, 2019
Salary range: \$ 23.10/hour (Plus applicable premium pay)
Hours: 12 hr/week

Positions Available: 2

Start Date: August 28, 2019
End date: April 30, 2020

Requirements:

Students must be enrolled full-time at the University of Alberta for both fall and winter terms. Students must be available to work up to 12 hours/week from September 2019 to April 2020.

Job Description: The Digital Scholarship Centre (DSC) supports the growing number of research projects involving fabrication and making, digitization, mapping, data visualization, interactive media, and other means of digital knowledge production and communication. The Centre, located on the second floor of the Cameron Science and Technology Library on North Campus of the University of Alberta, seeks two graduate student assistants to collaborate closely with the DSC team in supporting digital scholarship research and teaching activities. These positions will assist in information provision, troubleshooting, training and workshops, as well as project development. These positions offer the opportunity for hands-on experience in many applications used regularly in digital scholarship across a spectrum of disciplines. The ideal candidate brings to the position prior experience or interest in one or more of the following activities: data design and visualization, multimedia production, 3D modelling, game design, fabrication and making, data analysis, and/or physical computing.

Responsibilities:

Under the direction of the Head, Digital Scholarship Services, and in accordance with public service policies and procedures, the student:

- Provides public services to library patrons in-person, by email, and online.
- Conducts reference interviews and works with clients to assist them with their information and research needs.
- Answers subject and factual questions. Advises clients on the most appropriate information sources and tools to use.

- Provides basic troubleshooting and problem-solving for technology-related questions related to access to Centre resources and initiates a course of action, including referral, to provide solutions.
- Refers questions beyond their scope of competence or authority to appropriate Library or Campus partners.
- Support Public Services staff in providing consultation to researchers in the use of web mapping platforms, data visualization applications or web publishing sites.
- Assist DSC staff in investigating and testing new software and platforms with potential for digital scholarship applications.
- Prepare and facilitate workshops and small group learning sessions on various digital scholarship applications.
- Instructs individuals and small groups in access to and use of library resources and tools and software applications.
- May conduct general Centre orientation sessions, tours, or instructional sessions using pre-scripted materials.
- Works on special projects as required by DSC leadership team.

Qualifications:

- Currently registered as a U of A graduate student
- Previous library or demonstrated public/customer service experience
- Service orientation and a positive, proactive approach to work
- Ability to work both independently and collegially in a team environment
- Excellent written and oral communication skills
- Adaptability and ability to demonstrate initiative
- Commitment to ongoing learning and willingness to share knowledge with staff and users
- Awareness of digital scholarship and digital projects, tools, and methods
- An aptitude and desire to learn new technologies
- Desirable: experience with instructional methods in individual or group settings
- Desirable: awareness of project management principles, tools, and practices
- Desirable: experience with 3D printing, 3D modelling, virtual reality, data visualization techniques, audio and video production software, physical computing, and other learning technologies.

TO APPLY: The application form is available at:

<https://www.library.ualberta.ca/about-us/employment/> (select Application Hourly link to complete the application). Your application, cover letter, resume, along with at least two references should be submitted by email to: library.personnel@ualberta.ca. Please use email subject "Digital Scholarship Centre Graduate Student Assistants".

Only students who are invited for an interview will be contacted.