Position: Digital Humanities Innovation Lab Digital Fellows, Digital Humanities Innovation Lab, W.A.C. Bennett Library, Simon Fraser University (with some time spent at other SFU campuses)

Description

This position supports the research, training, and outreach mandates of SFU’s Digital Humanities Innovation Lab (DHIL). Working in collaboration with the DHIL planning committee, this position acts as the lead research assistant on one of two portfolios within the lab:

- **Communications** - assists the Director and Digital Scholarship Librarian with coordination of the lab’s research projects, assists with lab events, consultations and office hours, and communicates activities to the SFU community and the lab’s partnership networks. This position may also involve assisting the DHIL Developer.

- **Technical Development** - assists the DH Developer with the technical development of digital projects affiliated with the lab. This position may also involve assisting with lab consultations and providing technical training to research teams working with the lab.

Digital Fellow (Communications)

Qualifications:

- A Bachelor and/or a Master’s degree in a related field.
- 1-2 years of experience in event and/or project coordination.
- Skills in planning and implementing events, including expertise in attracting sponsorships, coordinating logistics and developing promotional plans.
- Knowledge of file management principles and associated software.
- Experience using collaborative team management software and corresponding best practices.
- Experience with crafting social media messages in a professional environment.
- Ability to communicate clearly with other team members and to work well in teams.

Additional consideration will be given for:

- Proficient technical competency and knowledge of interactive media hardware and/or software.
- Demonstrated interest in interactive media, including knowledge of recent trends.
- Proficient in the use of a variety of word processing and spreadsheet tools, graphic design and desktop publishing pipeline and workflows, front-end website and content management systems.
Digital Fellow (Communications) is expected to:

- Help plan and execute DHIL events, including presentations, workshops and conferences.
- Draft communications promoting events and outreach activities.
- Coordinate with Research Commons Library Assistant to send targeted emails and postings promoting events and outreach activities.
- Coordinate with Library and FASS administrative staff to schedule events, book event facilities and equipment.
- Coordinate with Library and FASS administrative staff to prepare event materials, including managing and transporting (or arranging transport) of digital equipment including laptops, monitors and projectors.
- Coordinate with Library and FASS administrative staff to prepare room setup/clean up.
- Prepare and deliver presenter introductions and the handling of participant queries for DHIL events.
- Collect and organise DHIL-related travel and expense receipts, from members, partners, and invited speakers, and submit to appropriate Library or FASS administrative staff.
- Maintain DHIL web presence in consultation with Digital Scholarship Librarian, ensuring content is accurate, organized and attractively presented.
- Regularly update DHIL social media presence, focused on DHIL news.
- With the DHIL Planning committee, coordinate DHIL research projects from inception to closure.
- Collect, collate and archive project proposals, updates, and final reports.
- Gather data for and help draft DHIL end of year performance report.
- Write and co-write partnership, research and grant proposals and related documents.
- May involve assisting the DHIL Developer.

Digital Fellow (Technical Development)

Qualifications:
- A Bachelor and/or a Master’s degree in a related field.
- Familiarity with platforms for working with and/or producing digital texts, images, audio, and video.
- Ability to communicate clearly with other team members and to work well in teams.
- Programming experience isn’t necessary, but will be considered an asset. A basic understanding of web technology (HTML, CSS, JavaScript) is necessary.
- Experience with content management systems, including at least one of WordPress or Drupal.

Additional consideration will be given for:
- Experience collaborating with people from different backgrounds.
- Experience using version control such as git or subversion.
- Experience using issue tracking software for tracking change requests, features, and bugs.
Digital Fellow (Technical Development) is expected to:

- Assist the DHIL Developer with documentation, testing, creating test plans and use cases.
- Where appropriate and under the supervision of the DH Developer, share technical and project skills through workshops and consultations.
- Document technical decisions and the technical design processes used in the lab and during discussions with partners.
- Building user documentation for “best practices” and “how-to guides” for software developed through the DHIL.
- Possible activities include: ensuring XML data is well formed and valid, converting documents from one format to another, uploading corrected text to a GitHub repository, editing database content.
- Dependent on skills and projects under development, there may be an opportunity for the DH RA to contribute to software development under the direction of the DH Developer.

Salary:
PhD Students $25/hour plus 12% benefits x 15 hours/week for 16 weeks/semester; total $6,720/semester
MA Students $22.50/hour plus 12% benefits for 15 hours/week for 16 weeks/semester; total $6,048/semester

Hours: 15 hours per week
Start Date: September 5, 2017
Term: 1 year, contingent on successful semesterly performance review

Application Process:
Applications must include:
- cover letter and resume [max 2 pages]
- names of 2 academic references [with email addresses]
- copy of most recent transcript [unofficial transcripts acceptable]

Deadline:
This posting will remain open until the position is filled, but applications will begin to be reviewed on July 30, 2017. Please indicate in your cover letter which portfolio is of most interest. To be given assured consideration, applications should be submitted via email in one consolidated PDF document.

Rebecca Dowson
Digital Scholarship Librarian, Research Commons
W.A.C. Bennett Library
Simon Fraser University
Tel: 778.782.3268
Email: rda26@sfu.ca