

**Position:** Digital Humanities Innovation Lab (DHIL) Digital Fellows, 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 is responsible for supporting the DHIL Co-Directors and Digital Scholarship Librarian with coordination of the lab's research projects, assisting with lab events, consultations and office hours, and communicating activities to the SFU community and the lab's partnership networks. This position may also involve assisting the DHIL Developers.

We acknowledge the x<sup>w</sup>məθk<sup>w</sup>əy<sup>ə</sup>m (Musqueam), Sk̓wx̓wú7mesh (Squamish), Səlilwətał (Tsleil-Waututh), q̓íç'əy' (Katzie), and k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) Nations and peoples on whose ancestral and unceded lands the three SFU Library branches are located.

### Digital Fellow

#### 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 social media 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 Fellows are expected to:

- Assist with 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 Developers.

**Salary:** \$25.00 per hour

**Hours:** Approximately 15 hours per week

**Start Date:** September 3, 2019 to December 16, 2019

**Application Process:**

Applications must include:

- cover letter and resume [max 2 pages]
- names of 2 academic references [with email addresses]

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

**Deadline:**

This posting will remain open until the position is filled, but applications will begin to be reviewed on 6 August 2019. To be given assured consideration, applications should be submitted via email in one consolidated PDF document.

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