Position: Digital Humanities Innovation Lab Digital Fellow

Digital Humanities Innovation Lab, W.A.C. Bennett Library, Simon Fraser University

Description

This position supports the research, training, and outreach mandates of SFU’s Digital Humanities Innovation Lab (DHIL). Reporting to the Digital Scholarship Librarian and working in collaboration with the DHIL Planning Committee, Digital Fellows (DFs) assume one of two portfolios within the lab:

- **Communications** - assists the Digital Scholarship Librarian with coordination of DHIL research projects, lab events, consultations and office hours. DFs communicate DHIL activities to the SFU community including the lab’s partnership networks. This position may also involve assisting the DHIL Developers.
- **Technical Development** - assists the DHIL Developers 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, 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 using social media in a professional environment.
- Ability to communicate clearly and work well in teams.

Additional consideration will be given for:

- Technical competency and knowledge of interactive media hardware and/or software.
• Demonstrated interest in interactive media, including knowledge of recent trends.
• Proficiency 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:
• Assist with DHIL events through planning, coordinating, and promotion.
• Deliver workshops and other presentations on behalf of DHIL.
• Assist with maintenance of the DHIL web presence in consultation with the Digital Scholarship Librarian, ensuring content is accurate, organized, and user focused
• Regularly update DHIL social media presence, focused on DHIL news.
• With the DHIL Planning Committee, coordinate DHIL research projects
• Collect, collate, draft, and archive project proposals, updates, and reports.
• Write and co-write partnership, research and grant proposals, and related documents.
• Assist DHIL Developers and PIs with writing end user documentation, conduct testing, create test plans and use cases, create GitHub issues and feature requests, and assign GitHub issues to developers.

Digital Fellow (Technical Development)

Qualifications:
• A Bachelor and/or a Master’s degree in a related field.
• Ability to communicate clearly and work well in teams.
• A basic understanding of web technology (HTML, CSS, JavaScript, SQL).
• Basic understanding of scripting languages (e.g., PHP, Python, R).
• Familiarity with source code management (e.g., GitHub) is a strong asset.
• Experience writing technical documentation is a strong asset.
• Experience with automated testing is a strong asset.
• Knowledge of interactive media hardware and/or software.
• Experience collaborating with people from different backgrounds.
• Familiarity with issue tracking software for tracking change requests, features, and bugs.

Digital Fellow (Technical Development) is expected to:
• Assist with the development of Digital Humanities tools, software and websites.
• Assist DHIL Developers with creating technical documentation
• Create automated tests and test plans and develop use cases, using GitHub to submit and manage code.
• Document technical decisions and the technical design processes used in the lab
• Build and maintain documentation for “best practices” and “how-to guides” for software developed through the DHIL.
• Where appropriate and under the supervision of the DH Developer and/or Digital Scholarship Librarian, share technical and project skills through workshops and consultations.
• 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 Developers.

Salary: $25.00 per hour
Hours: Approximately 5 hours per week
Contract Dates: ASAP to August 21, 2020

Application Process:
Applications must include:
• cover letter and resume
• names of 2 academic references [with email addresses]

Deadline:
This posting will remain open until the position is filled, but applications will begin to be reviewed on 11 May 2020. To be given assured consideration, applications should be submitted via email in one consolidated PDF document.

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