



Job Title: **CURL Digital Archivist**

Start Date: **October 15, 2021**

End Date: **April 30, 2021**

Direct Supervisor: **Sherri Liska, Access & Media Supervisor, CURL**

Hours per Week: **5**

Rate of pay: **Minimum wage**

Job Overview

The Centre for Undergraduate Research Learning (CURL) is seeking a part-time Digital Archivist to co-build and maintain a Wordpress-based archive of past CURL submissions. Duties would be largely independent and carried out online; they include building and maintaining a Wordpress-based blog, tagging and categorizing submissions for maximum searchability, organizing CURL OneDrive files, sending regular updates/questions to supervisors, and providing social media assistance during conferences (Nov-Dec and Mar-Apr).

Preferred Qualifications

Education:

- Must be registered at Huron University College as an undergraduate student in a minimum 60% course load (40% course load for students with disabilities).

Skills, Abilities & Expertise:

- Enthusiastic about undergraduate research and education
- Independent and proactive, but comfortable asking for help and taking direction
- Experience maintaining basic websites (e.g. Wordpress, Wix, Weebly, etc.) AND/OR very comfortable learning how to use various software, websites, etc.
- A good eye for clean, readable, appealing design
- Capable of categorizing information in a coherent, user-friendly way
- Comfortable using Instagram and Twitter
- Comfortable supporting CURL's goals of equity, diversity, and inclusion
- Introductory HTML/CSS knowledge would be considered an asset
- Can work co-operatively and kindly as part of a team during conference season

Eligibility

- All applications must complete a financial profile ASAP to demonstrate financial need. Email Jane Parker for the financial profile form: mjparker@huron.uwo.ca

To apply, please forward a letter of interest, a resume, the contact information of one academic and/or professional reference, and information about any accommodations needed during the interview process to: Sherri Liska, Media & Access Supervisor, CURL (sliska@uwo.ca). **Please put "CURL Digital Archivist Application – [Your Name]" as the subject line.**

Applications are due by 11:59PM on Tuesday, October 12, 2021.