



Job Title: CURL Digital Archivist

Start Date: **October 15, 2022**

End Date: **April 30, 2023**

Direct Supervisor: **Sherri Liska, Access and Media Coordinator, CURL**

Hours per Week: **5 hours per week**

Rate of pay: **\$16.00 per hour**

Job Overview

The Centre for Undergraduate Research Learning (CURL) is seeking a part-time Digital Archivist to maintain a Wordpress-based archive of past CURL submissions. Duties include uploading student-submitted content to the CURL archive, 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). **This role is highly independent and can be carried out remotely.**

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 navigating new 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
- Introductory HTML/CSS knowledge would be considered an asset
- Can work collaboratively and kindly as part of a team during conference season

Eligibility

- All applicants must complete a financial profile with Jane Parker (email mjparker@huron.uwo.ca to get started) as part of the application process.

Application

To apply, please forward a letter of interest, a resume, contact information for one academic and/or professional reference, and information about any accommodations needed during the interview process to curl@uwo.ca. **Please put “Digital Archivist Application – [Your Name]” as the subject line.**

Applications are due by 11:59PM on Sunday, October 2, 2022.

Huron values its place in an interconnected world and desires to reflect this value, acknowledging our responsibility to strive towards a diverse and equitable employment and educational environment that recognizes the inherent worth and dignity of every person. We encourage applications from all qualified individuals, especially those from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the diversification of ideas.

Should you require accommodation in making an application please contact Human Resources by phone at 519-438-7224 extension 711 or via email at huronhr@huron.uwo.ca