

Student Job Details		
Team and/or Unit:	University Archives – Oral History	
Position Title:	Emory Oral History Program -- Senior Graduate Assistant	
Classification Level: 6	Hourly Rate: 14.25	Available openings: 1
Hours per week: 10		
Specific time periods required, if any: Variable		
Work Schedule: Flexible		
<p>Responsibilities/Duties:</p> <p>The Emory Oral History Project records the experiences of students, faculty, and staff at the university. We are seeking an Oral History Project Senior Graduate Assistant to assist in communication, networking, and interviewing.</p> <p>The primary task involves overseeing oral history transcription processes for the EOHP. Secondary tasks include supporting all steps of the interview process, overseeing documentation, and conducting interviews. In addition, the employee will contribute towards raising awareness of the Emory Oral History Program through a variety of different mediums. We are especially interested in a candidate with interest and experience with the topic of sustainability (broadly conceived) and/or digital archival processes.</p>		
<p>Requirements:</p> <ul style="list-style-type: none"> * Graduate student * Ability to work with others and coordinate daily tasks * Strong networking and communication skills * Comfortable speaking in front of groups * Capable of dealing with confidential information * Experience conducting interviews (preferred) * Transcription experience (preferred) * Knowledge of sustainability/environmental change/climate change (preferred) * Digital archival skills/familiarity, or willingness to build skills. 		
Interviewer Name:	Jonathan Coulis	
Contact Number and/or Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Jonathan Coulis		Date: November 8, 2022