

Student Job Details			
Team and/or Unit:	University Archives – Oral History		
Position Title:	Oral History Program Assistant (Outreach and Transcription)		
Classification Level: 4	Hourly Rate: \$12.50	Available openings: 2	
Hours per week: 10			
Specific time periods required: Variable			
Work Schedule: Flexible			
Responsibilities/Duties: The Emory Oral History Program records the experiences of students, faculty, and staff at the University. We are seeking an Oral History Project Assistant to join our team and work jointly on transcription and community outreach/promotion. Primary duties include transcribing audio interviews following a style guide and promoting oral history through a variety of mediums, especially social media.			
Requirements: Ability to work independently and as part of a team. Fluency in the English language (additional languages are beneficial). Strong networking, communication, writing, and editing skills. Aptitude for detail-oriented work. Interest in and appreciation for storytelling. Social media experience. (preferred) Knowledge of oral history techniques, broadly conceived.			
Interviewer Name:	Jonathan Coulis		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Jonathan Coulis		Date: February, 2023	