

# Emory University Libraries

## Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email ([lib-studentjobs@emory.edu](mailto:lib-studentjobs@emory.edu)). Use 'New Student Assistant' in subject line.

Student Job Details		
Team and/or Unit:	Digitization - Audiovisual	
Position Title:	Captioning Project Specialist	
Classification Level: Student Specialist	Hourly Rate: \$17.00	Available openings: 2
Hours per week: Up to 10 hours/week		
Specific time periods required: Mon-Fri 9:00am - 5:00pm		
Work Schedule: Flexible within hours listed; prefer student to work shifts of at least 2-4 hours at a time.		
<b><u>Responsibilities/Duties:</u></b> The Catalyst Fund project seeks two Project Specialists to join our team and work on editing and preparing captioning and transcriptions for audio and video special collections as part of a grant-funded project. Project Specialists will work with digitized materials from collections across the library, working toward increased accessibility of content as part of a team.  Primary duties include proofreading and editing student-corrected transcripts and captions, and editing AI-generated and transcriptions of audio and video recordings, to produce accurate transcriptions and captioning.		
<b><u>Requirements:</u></b> 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. Basic familiarity with Mac and/or Windows environments. (preferred) Knowledge of oral history techniques and/or subject areas including medicine; biology; U.S. history, politics, or popular culture. (preferred) Experience working with materials requiring confidentiality.		
Interviewer Name:	Nina Rao and/or Simon O'Riordan	
Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Nina Rao		
		Date: 8/29/2023