**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). Use 'New Student Assistant' in subject line.

<table>
<thead>
<tr>
<th><strong>Student Job Details</strong></th>
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<tbody>
<tr>
<td><strong>Team and/or Unit:</strong> Digitization - Audiovisual</td>
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<tr>
<td><strong>Position Title:</strong> Captioning Project Specialist</td>
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| **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. |

**Responsibilities/Duties:**
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.

**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.
- 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:** [LIB-studentjobs@emory.edu](mailto:LIB-studentjobs@emory.edu)

**Form Submitted by:** Nina Rao  
**Date:** 8/29/2023