# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>University Archives – Oral History</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Oral History Program Assistant (Outreach and Transcription)</td>
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<tr>
<td>Classification Level:</td>
<td>4</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.50</td>
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<tr>
<td>Available openings:</td>
<td>2</td>
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<tr>
<td>Hours per week:</td>
<td>10</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>Variable</td>
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**Work Schedule:** Flexible

## Responsibilities/Duties:

The Emory Oral History Program aims to record the experiences of students, faculty, and staff at the University.

We’re seeking an Oral History Project Assistant to engage equally in outreach, promotion, and interview transcription. Outreach and promotion tasks include raising awareness of the oral history project through a variety of mediums (email, presentations and talks, creating and circulating promotional materials, steering social media, etc.)

Additional tasks include transcribing audio interviews following a style guide.

This position may continue through Fall 2019 semester.

## Requirements:

- Ability to work independently and as part of a team.
- Fluency in the English language.
- Strong networking, communication, writing, and editing skills.
- Ability to speak comfortably in front of groups of people.
- Attention to detail.

- (preferred) Knowledge of oral history techniques (broadly conceived), or experience with A.V. equipment.
- (preferred) experience with transcription.

**Interviewer Name:** Jonathan Coulis

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

Form Submitted by: Jonathan Coulis  
Date: April 24, 2019