# Request for New Student Assistant

**Team and/or Unit:** Research and Engagement Services  
**Position Title:** Oral History Project Coordinator  
**Classification Level:** 5  
**Hourly Rate:** $11.50  
**Available openings:** 1  
**Hours per week:** 5-10  
**Specific time periods required, if any:** Flexible  
**Work Schedule:** variable, 1-2 days per week to be worked out with supervisor

This spring, we are continuing an oral history pilot project to record the experiences of students, faculty, and staff at Emory. We’re seeking a Student Oral History Project Assistant to assist with communication, contribute to the creative direction of the project, and conduct interviews.

Tasks include conducting interviews at the Student Video Studio, providing interviewees, recording the videos, giving interviewees the necessary documentation for donating their videos to special collections, and shutting down equipment and locking the studio after recording is completed. This position also requires collaboration with the supervisor and other project participants. For example, after each interview the Project Assistant will send an email to the supervisor confirming that the video has been recorded.

We are seeking a student with a flexible schedule, who can work between 5-10 hours per week.

**Requirements:**
- Training in oral history/oral testimony interviewing
- Strong networking and communication skills (e.g. establish rapport with interviewees)
- Punctuality (e.g. must meet scheduled appointments for video recordings)
- Ability to deal responsibly with confidential information
- Experience with audio visual equipment (preferred)

**Interviewer Name:** Jennifer Elder  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu

Form Submitted by: Jonathan Coulis  
Date: 02/05/18