The Center for Primary Research and Training (CFPRT), part of UCLA Library Special Collections, is hiring one undergraduate student for the winter 2015 quarter. This position will allow the student to gain first-hand experience working with primary source materials through archival digitization projects. No prior experience is necessary, but applicants with a high interest in archives and digitization projects are strongly preferred. **Applicants should be able to work between 10-19 hours per week between the hours of 9am-5pm.** These positions pay $11.98 per hour.

To be considered for positions, please email an application, résumé and a brief letter of interest to:
Jasmine Jones
Project Manager, Los Angeles Aqueduct Digital Platform
(310) 825-8136
jjones@library.ucla.edu

**Application deadline for the fall quarter is December 1, 2014.**

Application materials and more information about the Center can be found on our website at: [http://www.library.ucla.edu/special-collections/center-primary-research-training-cfprt](http://www.library.ucla.edu/special-collections/center-primary-research-training-cfprt)

**Position Description**

**Digital Project Assistant: Friends of the Los Angeles River records for the Los Angeles Aqueduct Digital Platform**

UCLA Library Special Collections developed a digital platform to commemorate the centennial of the Los Angeles Aqueduct. The Los Angeles Digital Platform (LAADP) explores the cultural and historical impact of the Los Angeles Aqueduct through digitized resources from UCLA’s collection and other archival repositories, and acts as a resource for students, scholars, and the general public. The LAADP also features secondary resources and the scholarly work of graduate students and other UCLA contributors that contextualizes the aqueduct through a multi-disciplinary lens. The site can be accessed at: [http://digital.library.ucla.edu/aqueduct/](http://digital.library.ucla.edu/aqueduct/)

The Friends of the Los Angeles River (FOLAR) is a non-profit organization, whose mission is to protect and restore the natural habitat and historic heritage of the LA River through planning, education, and stewardship. The records of FOLAR document the organization’s endeavors to foster efforts to monitor and improve the River’s water quality, create educational programs, promote sustainable water usage, develop recreational and commuter bikeways and pedestrian paths along the riverbanks, as well as other advocacy efforts.

This project would consist of continuing a digitization project that has been undertaken during summer and fall quarters. The FoLAR digital project assistant will work in a team to digitize materials, create metadata, and perform quality control in order to make the collection available via the LAADP to the online research community. Applicants should possess strong writing and oral communication skills and be highly organized and detail-oriented. Basic knowledge of scanning and Photoshop is strongly preferred.