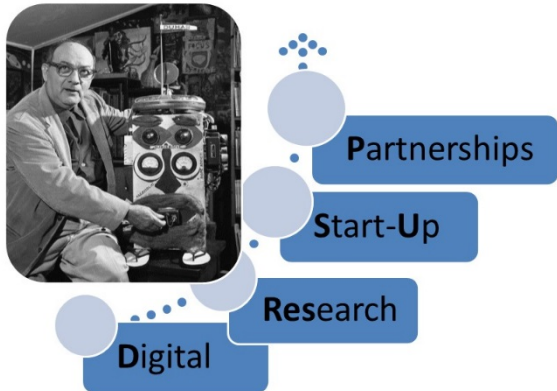


# Summer Job: Digital Research Project Assistant

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**\$17/hour July 18 - Aug 31**  
**40 hours/week**

## What you will do:

The Digital Project Assistant works as a member of the Digital Research Team to assist UCLA graduate students with initiating digital research projects and training them to continue the work. We will 1) analyze researchers' needs and skills to determine achievable scope and solutions, 2) establish workflows and best practices to collect, create, convert, edit, and review digital files--images, video, audio, text, 3) follow guidelines on creating

metadata, 4) test the workflow by performing a preliminary analysis or visualization, i.e., spatial or textual, 5) document procedures and 6) train the graduate student researchers to work on their projects.

## Required skills:

Ability to learn new software applications (Atlas.ti, Import.io) and advanced features of standard applications (Excel). Working knowledge of basic web technologies, including HTML and standard file formats. Understanding of metadata standards and controlled vocabularies and ability to assign metadata as needed. Experience using Microsoft Word, Excel, Access. Ability to convey technical knowledge to new users both verbally and in writing. Familiarity with institutionally supported document storage and management services (Google Apps for Education, Box).

## Preferred skills and knowledge:

Experience using ArcGIS, Google Earth and web-based mapping applications. Experience using sound editing software. Experience using, creating, editing XML and KML. Experience using Google Sheets, Docs, and Refine. Familiarity with Javascript and database queries (SQL). Experience using, creating, and editing XML and KML. Experiencing developing visualizations, diagrams, and graphics with Adobe Suite or other relevant software.

**Interested? Contact Zoe Borovsky [zoe@library.ucla.edu](mailto:zoe@library.ucla.edu)**

Apply for CRIS05 through UCLA Library website: <http://bit.ly/LibJOB>

Email: [jobs-hr@library.ucla.edu](mailto:jobs-hr@library.ucla.edu)

*Image: taken from UCLA Digital Library Collections. [LA Times Photo Archive](#); Lawrence Lipton, chronicler of the beatnik scene, demonstrates his robot, DUHAB (for Detector of Undesirable HABitués).*

