

JOB TITLE	Archival Assistant
DEPARTMENT NAME	Center for Studies in Demography and Ecology
JOB LOCATION	Raitt and Denny Halls
CONTACT/SUPERVISOR	Stevan Harrell and William Lavelly
PHONE NUMBER	Lavelly: 206-683-7944 Harrell: 206-755-0071 cell; 206-525-8438 home (Complete 10-digit number)
EMAIL ADDRESS	lavelly@uw.edu stevehar@uw.edu
BOX NUMBER	353340/353100
EMPLOYMENT PERIOD	Summer Only [<input type="checkbox"/>] Sum & Acad Year [<input type="checkbox"/>] Acad Year Only [<input checked="" type="checkbox"/>]
HOURS PER WEEK	Sum: 40 hrs/wk [<input type="checkbox"/>] up to 19 hrs/wk [<input type="checkbox"/>] Acad Yr: up to 19 hrs/wk [<input checked="" type="checkbox"/>]
RATE OF PAY	15/h (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities:

Provide general assistance for a project to digitize and archive a large collection of social science research materials on Chinese society; scan printed documents and other materials, compose and enter metadata; provide feedback to project manager.

Minimum Qualifications:

Required: Familiarity with Access, scanning and other basic computing skills

Desirable: Social science background, experience with databases and metadata, knowledge of Chinese language.

Educational Benefits:

Hands-on experience with cartographic and social-science materials, learn metadata concepts, learn archiving skills.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11CSDE07

JOB CATEGORY:

RESEARCH