

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

**Duties and Responsibilities:**

**Provide web/computing assistance for a project to digitize and archive a large collection of social science research materials on Chinese society;**  
**Work with the library special collection to facilitate the digitization of the materials;**  
**Composing/maintaining website.**  
**Provide feedback to project manager.**

**Minimum Qualifications:**

**Basic experience with computing, data bases, and web page design. Good communication and problem-solving skills.**  
**Desirable: Information science background, knowledge of Chinese language.**

**Educational Benefits:**

**Hands-on experience with managing data; experience with the construction of an on-line data archive; experience with library special collections.**

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**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883  
51% Comp. to Classified: Yes [ ] No [ ]  
State [ ] Federal [ ]  
Open [ ] Closed [ ]

**JOB NUMBER:**

11CSDE08

**JOB CATEGORY:**

RESEARCH