

## Work Study Job Description

<b>Job Title</b>	System administration
<b>Department Name</b>	NELC-OTAP
<b>Job Location</b>	Denny Hall
<b>Pay Rate</b>	\$10 - \$15
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Walter Andrews
<b>Phone Number</b>	(425) 885-55
<b>Email Address</b>	walter@uw.edu
<b>Website</b>	<a href="http://courses.washington.edu/otap">http://courses.washington.edu/otap</a>
<b>Box Number</b>	35120

### Nature of Organization

The Ottoman Text Archive Project (OTAP) produces and maintains electronic version of Ottoman period texts, tools, and other resources.

### Duties and Responsibilities

1. Perform weekly, monthly, quarterly data back-ups.
2. Run scripts to generate web-based and print-ready updated versions of research texts.
3. Assist project management and undergraduate interns with use of software tools Exchanger XML.
4. Validate TEI-conformant XML data.
5. Assist in web-site maintenance.
6. Must be available Wednesday 8:30-9:20 or 9:30-10:20AM.

### Minimum Qualifications

1. Interest in and willingness to learn about technological tools, processes, and strategies.
2. Curiosity and ability to work independently.
3. Ability to assist and explain technology to others in a helpful, patient way.
4. Knowledge of linux, Windows, MacOS, etc. (or willingness to learn) helpful.
5. Knowledge of Arabic, Turkish, Persian, French helpful.

### **Educational Benefits**

Work with a faculty research project in digital humanities involving personal diaries from Iraq during the 19th century. Acquire experience in managing the data for a project employing a group of undergraduate, graduate, and faculty researchers.

### **How to Apply**

Send an email message to Prof. Andrews with information as to your qualifications and interests.

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Job Number: NELC02 | Job Class: 0875 | Category: Technology | 51% Comp. To Classified: y | Program:  
Federal