

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR 10 – BC Historical Textbooks Collection
Undergraduate Curatorial Assistant (CUPE)

DEPARTMENT NAME: UVic Libraries

CONTACT NAME: Pia Russell, Education Librarian

JOB DESCRIPTION:

At the direction of UVic Libraries' Education Librarian, The British Columbia Historical Textbooks (BCHT) Undergraduate Curatorial Assistant will assist with the physical and digital organization and categorization of the libraries' BCHT collection. Tasks include: cross-referencing holdings with lists such as historical BC Ministry of Education curriculum guides; brief description; transcription; tagging and/or encoding; and some web work. Ample training and guidance will be provided and most of this work can be completed remotely. This digital library can be browsed via this link on the UVic Libraries' digital collections page: <https://www.uvic.ca/library/featured/collections/about/curriculum-textbooks.php>

QUALIFICATIONS:

Undergraduate study in History, Education, Indigenous Studies, Gender Studies, or History in Art preferred. Applicants must have strong interpersonal skills as well as the ability to work productively on their own, in a team, and directly with a supervisor. Having a willingness to learn and being reliable and conscientious are important. Strong writing and editing skills, as well as good attention to detail, are essential. Experience or knowledge of heritage, cultural, or educational institutions is an asset but not necessary.

JOB LOCATION ON-CAMPUS: McPherson Library/Mearns Centre for Learning

WORK STUDY WAGE: \$18.5

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>