 **STUDENT EMPLOYMENT SERVICES**

**RESEARCH ASSISTANT POSTING – FALL 2012**

**CURATOR, DIGITAL CULTURES LAB, NEW WESTMINSTER CAMPUS**

**Department: Office of Research and Innovation**

**About the Digital Cultures Lab at Douglas College**:

Housed within the Douglas College Office of Research and Innovation, the Digital Cultures Lab provides an on-line space for students and faculty to engage with current and emerging practices in digital technologies for conducting and disseminating academic research. In particular, the lab is a place to hold and experiment with on-line venues for research such as Omeka ([http://omeka.org/](https://anywhere.exchserver.net/owa/redir.aspx?C=eee687cecce344cda6bf0c1d142ade7f&URL=http%3a%2f%2fomeka.org%2f)), Wordpress ([http://www.wordpress.org](https://anywhere.exchserver.net/owa/redir.aspx?C=eee687cecce344cda6bf0c1d142ade7f&URL=http%3a%2f%2fwww.wordpress.org%2f)), The Public Knowledge Project ([http://pkp.sfu.ca/](https://anywhere.exchserver.net/owa/redir.aspx?C=eee687cecce344cda6bf0c1d142ade7f&URL=http%3a%2f%2fpkp.sfu.ca%2f)) among others. The Lab has several collaborative initiatives underway at both the community and institutional level.

**Qualifications:**

Must be enrolled in, and maintain, a minimum of one or more (3 credit) courses at Douglas College or other accredited public post-secondary institution in British Columbia, throughout the Fall 2012 semester.

International students must be enrolled in full-time studies (a minimum of 9 credits each for the Fall and Winter terms and a minimum of 3 credits for the Summer term) to qualify to work as a Student Assistant. An original copy of a Social Insurance Number (SIN) and an original study/work permit are required by law before commencing work at Douglas College. An international student, who is not a Douglas College student, but is an international student at another public, post-secondary institution in B.C., is eligible to work at Douglas College as a Student Assistant only if s/he has a valid "Off Campus" Work Permit.

Proof of enrolment from the other post-secondary institution is required for domestic and international students.

Good written and verbal communication skills

A good working knowledge of current content management systems, such as Wordpress.

A basic understanding of coding languages such as HTML, CSS, and PHP (further coding expertise is an asset).

A willingness to participate in collaborative work.

A willingness to conduct self-guided research about digital venues for academic research.

**Duties:**

1. Work within the Digital Cultures Lab as a student mentor in digital technologies for conducting / disseminating academic research;
2. Develop a series of explanatory documents about content management systems such as Wordpress, Omeka, Drupal as they apply to academic work;
3. Day-to-day assistance managing the network of websites in the Digital Cultures Lab;
4. Provide advice for, consult with, and participate in conversations underway within the Digital Cultures Lab about the role emerging digital technologies might play in academic work.

**Salary:** $10.87 per hour

**Hours:** 12 hours per week.

**Work term:** October 1 – November 30, 2012.

**Deadline date to apply:** Position open until filled.

**Please apply by e-mail to** [studentemployment@douglascollege.ca](mailto:studentemployment@douglascollege.ca?subject=Curator,%20Digital%20Cultures%20Lab%20NW%20F12)

**Please submit your resume as an MS Word or PDF file attachment, including your Douglas College student number or indicating enrolment at another post-secondary institution.**

IMPORTANT NOTE: Before commencing work at Douglas College successful applicants will be required to meet with Human Resources for an orientation session. At this meeting, applicants will be required to bring a void cheque and Social Insurance Number card.