 **HUMAN RESOURCES DEPARTMENT**

**STUDENT RESEARCH ASSISTANT POSTING – WINTER 2015**

**DRAFT COPY**

**Job Title: CURATOR, DIGITAL CULTURES LAB**

**Department: RESEARCH AND INNOVATION**

**Location: New Westminster Campus**

**The Role:**

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 spaces for research, collaborative digital initiatives, and the management of a community Maker Space (3d Printing) at the New Westminster Quay.

The Curator will work with the Research and Innovation Office managing the Douglas College Maker Space. As well, the curator will work with the Digital Cultures Lab to develop digital textbook initiatives and approaches to collaboration, dissemination, and curation in a variety of different environments.

**Responsibilities:**

Work within the Research and Innovation Office on projects that involve the management of a maker space (3d printing, troubleshooting, scheduling, etc.)

Day-to-day assistance managing the network of websites within the Lab;

The digitization and cataloguing of texts

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.

**To be Successful in this Role You Will Need:**

Good written and verbal communication skills.

An interest in cultural histories, archival cateloguing, digital texts, and the management of

creative spaces.

An interest in managing a maker space (shared space with 3d printers, expertise, etc.).

A basic understanding of Wordpress or similar content management systems.

A willingness to participate in collaborative work.

A willingness to conduct research.

Domestic students 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 Winter 2015 term.

An international student must be enrolled in, and maintain a minimum of 9 credits at Douglas College, throughout the Winter 2015 term.

An international student, who is not a Douglas College student, but is an international student at another accredited public post-secondary institution in B.C., is eligible to work at Douglas College only if he/she has a valid Study Permit. Proof of enrolment in full-time studies from the other post-secondary institution is required.

If an international student, who is not a Douglas College student, but is an international student at another accredited public post-secondary institution in B.C., has a valid Study Permit and an existing Off-Campus Work Permit, he/she is eligible to work at Douglas College. Proof of enrolment in full-time studies from the other post-secondary institution is required.

An original copy of a Social Insurance Number (SIN) and an original Study Permit and/or Off-Campus Work Permit are required by law before commencing work at Douglas College.

Effective June 1, 2014, changes to the International Student Program came into effect. Please refer to the Canadian Immigration and Citizenship website for more information: <http://www.cic.gc.ca/english/study/study-changes.asp>.

Proof of enrolment from Douglas College or the other post-secondary institution is required for domestic and international students, at the interview stage.

**Work Arrangements***:* The work term for this position is May 4 – August 5, 2015. Hours of work: up to a maximum of 20 hours/week.This position will be located in the Douglas College Office of Research and Innovation.

**Grade or Pay Level:** Student Assistant II

**Salary Range:**$11.31/hour (wage rate effective as of April 1, 2014)

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

**Special Instructions to Applicants:**

Please include the following on your resume:

* Domestic or International student status.
* Douglas College Student ID number or indicate if you are enrolled in another accredited public post-secondary institution in B.C.