UB Institutional Repository (UBIR) Student Assistant

Applications are being accepted for a student assistant to work on the Rudy Bruner Award Digital Archive, housed in the UB Institutional Repository (UBIR).

Responsibilities

Create descriptive item metadata for incoming items for the Rudy Bruner Award Digital Archive, using spreadsheets the UBIR administrator creates. This work can be 100% remote, as it involves using Google Drive for metadata entry and UB Box for file storage.

Perform other descriptive metadata clean-up for the Rudy Bruner Award Digital Archive.

Perform metadata clean-up across site, as assigned by UBIR administrator, should all Rudy Bruner work be completed prior to June 23.

Qualifications

• Possess excellent written communication skills
• Demonstrate attention to detail
• Ability to work independently once a task is outlined and explained
• Update UBIR administrator via email with work completed in each shift
• Be a current UB undergraduate or graduate student

Application Process

Please submit your résumé and a cover letter addressed to Karlen Chase via Box explaining why you would like to work on the Rudy Bruner project for the University Libraries. Your files should be named according to the below naming convention:

lastname-cover
lastname-resume

NOTE: You must be registered for classes and possess a valid Social Security Number at the time of hire.

Availability

Must be able to work remotely or on the North Campus during normal business hours: Monday–Friday, 8:30 a.m.–5 p.m.

Hours

This temporary position requires a weekly commitment of 20 hours. The successful candidate will be available to work March 18–June 23, 2021.

Salary

$12.50 per hour