

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.

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.

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

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