UNIVERSITY OF OREGON LIBRARY

Student Employment Information

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| Fill out a separate form for each student position employed by your unit/department. Provide the approximate number of *new* students needed for each position. In the *General Description of Duties* and *Special Requirements* sections, provide information specific to your unit. |

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| Department/Unit: | Digital Scholarship Services | | | Supervisor: | Kate Thornhill | |
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| Student Position Title: | | DREAM Lab Specialist – LSA IV | | | | |
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| Approximate No. of New Students Needed: | | | 2 | |  |

**General Description of Duties:**

Provide support and contributions to DREAM (Digital Research, Education, and Media) Lab scholastic programming and documentation. Teach workshops related to digital methodologies, techniques, and tools in online, hybrid, and face to face instruction settings. Develops and create technology tutorials and workshop lesson plans that target novice, experienced, or expert digital scholarship learners. Contribute to digital scholarship project creation and maintenance. Help faculty, graduate students, and staff with scheduling the DREAM Lab spaces.

Provides DREAM Lab support for:

* Teaches and assist in the development of digital scholarship services related workshops and technology skills trainings
* Develops how-to tutorials and learning materials for digital scholarship technologies
* Leads management of the DREAM Lab’s website content development and management
* Assists in the development of digital scholarship projects, e.g. digital exhibits, digital maps, digital books, oral histories, transcriptions processing, etc.
* Supports access and use of the DREAM Lab space, and maintains documentation for space use best practices
* Aids in DREAM Lab space management for faculty and graduate student scholarly activities, e.g. symposia, digital research and teaching focused workshops, etc.

**Special Requirements (knowledge, skills, experience, etc):**

* Excellent interpersonal and customer service skills
* Must be able to work independently and take initiative
* Experience with website development, digital content management, or blogging
* Openness to learning new technologies
* Must be able to know when to ask questions

*This role will have a full-time librarian to direct and guide efforts* *not be responsible for developing policies and procedures for the DREAM Lab management operations or digital scholarship projects management. There is a more substantial coaching and instruction programming designed to enrich student employee experiences.*