

**UNIVERSITY OF RICHMOND**

**STUDENT EMPLOYMENT**

**JOB DESCRIPTION**

JOB TITLE: History Research Scanning Student Assistant

DEPARTMENT: History

ADDRESS: Ryland Hall - Room 319

TELEPHONE: 289-8332

SUPERVISOR: Debbie Govoruhk, Dr. Yucel Yanikdag

JOB SUMMARY: Assist History Department faculty member in his research by digitally archiving research material

**SPECIFIC DUTIES:**

1. *Digitizing*: Scan and digitally enhance World War I prisoner of war camp “newspapers” and other related fragile and rare material.
2. *Digital Archiving functions*: Each scanned newspaper—roughly 15-30 pages each—is to be converted to a single pdf document. Student will use his knowledge of Arabic numerals to archive each newspaper according to its date and number.

for Student Employment office use only

wage rate: Level III

index: 6241

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