2024/2025 WORK STUDY PROGRAM
JOB POSTING

JOB TITLE: HCMC 2 - Phonetic Database Markup Assistant

DEPARTMENT NAME: Humanities Computing and Media Centre

CONTACT NAME: Patrick Szpak

JOB DESCRIPTION:

1. Transcribe and mark up PDFs containing IPA characters and varying orthographies into XHTML for use on the web or other applications – training will be provided if necessary.

2. Proof created and existing project documents for accuracy.

3. Successful completion of project could lead to similar work in the future with HCMC.

QUALIFICATIONS:

Required: Familiarity with IPA characters is a must. Additionally, a willingness to learn technical skills (again, training will be provided if necessary), including markup, and version control is essential.

Working habits based on meticulousness, accuracy and consistency.

Desirable but not a necessity: Interest in Digital Humanities. Previous text encoding experience in HTML.

JOB LOCATION ON-CAMPUS: Mearns Centre (McPherson Library) A316

WORK STUDY WAGE: $18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $2.07/hour (plus 4% vacation pay)

HOURS AVAILABLE: 150

HOW TO APPLY: Send resume to Patrick Szpak – pszpak@uvic.ca.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php