

**HAVERFORD COLLEGE ON-CAMPUS EMPLOYMENT
2011-2012**

Department: Library

Building: Magill

Contact Person: Heidi McKay

Telephone Number: x1160

Email: hmckay@haverford.edu

Description of Position: Library Assistant: Digital Scholarship

Reports to: Laurie Allen

Hours Required: 4-8 hours/week, in shifts of no less than 2 hours at a time.

Start Date: immediate

Job Description:

The Digital Scholarship assistants will work with library staff on a variety of digital scholarship projects including but not limited to programming, database management, GIS and mapping, scanning/digitization, and building digital collections. Students with XML, PHP, Javascript, or other programming experience will have the opportunity to apply those skills toward digital scholarship. Other requirements as needed.

Responsibilities include:

- * Researching and exploring digital scholarship opportunities
- * Data entry and manipulation
- * Geographic Information Systems
- * Possible web exhibit work
- * Exploring, customizing, and producing written documentation for technical tools

Qualifications:

- * Promptness, diligence, dependability
- * Ability to work independently
- * Experience with Microsoft Excel
- * Experience with XML or PHP (preferred)
- * Knowledge of HTML, Javascript, etc (preferred)
- * Experience with computer programming (preferred)

How to Apply:

We will only accept applications until all positions are filled. Forms can be found at our circulation desk and on our website at <http://www.haverford.edu/library/>.