Position Description – UWM Digital Humanities Lab Intern

The DH Lab intern is a graduate student member of the new UWM Digital Humanities Lab. The intent of an internship in the DH Lab is to introduce the graduate student to the Digital Humanities, and afford them experience managing an interdisciplinary, technologically sophisticated workspace aimed at producing academic programming and scholarship in the digital humanities. The intern serves under the primary supervision of the DH Lab co-Coordinators, and will also work with faculty and graduate students associated with Lab activities.

Responsibilities

1. Assist with scheduling programming and communicating with speakers regarding their needs
2. Help manage the daily activities of the Lab, including updating the web page, engaging social media to promote programming and activities, and assisting faculty and graduate students in the Lab
3. Learn to use software and programs central to Lab activities, including Adobe Photoshop, Adobe Premier Pro, and typical DH tools such as Omeka
4. Where appropriate, share technical and project skills through workshops and one-on-one consultations

Qualifications

Required

1. Demonstrated ability to adapt and learn to use computer technology and hardware.
2. Demonstrated ability to communicate effectively with a diverse clientele in an academic environment
3. Accuracy of work and strong attention to detail.
4. Dependability, a sense of responsibility.

Desired

1. Strong organizational skills, including experience managing events
2. Familiarity with Adobe Photoshop or other imaging software
3. Familiarity with internet and web technologies, including Wordpress; basic understanding of HTML and CSS

Work Environment

The intern must be able to sit at the computer desk for extended periods (1-6 hours) using a keyboard and a mouse and focus on detail oriented tasks, such as image editing or data entry.

Equipment

Personal computer, projection equipment.
Software
Adobe Photoshop, Adobe Premier Pro, Omeka, Wordpress, other open source software as needed.

Terms of Internship
The internship will last at least 9 months, beginning in Fall 2015. The intern is expected to work 20 hours a week. The hours can be scheduled between 8:30 am to 5:00 pm, Monday through Friday.

Consideration of candidates will be through September 16, unless a suitable candidate is found sooner. Please apply at the UWM Personnel Department, online to Kim Wesley, ksriedl@uwm.edu, or to the mailing address below.

Return the completed application (available at http://uwm.edu/libraries/personnel/), resume and transcript to:

    Kim Wesley
    Head of Personnel
    UWM Libraries Personnel Department
    University of Wisconsin-Milwaukee
    P.O. Box 604
    Milwaukee, WI 53201
    414-229-6201
    ksriedl@uwm.edu

You may bring your application materials to the UWM Libraries Personnel Office, W120, Golda Meir Library. For questions about the process, please contact the Personnel Office.