

Smathers Student Assistant:
Transcription Assistant

Pay Rate: \$15/hour

Personnel needed: Undergraduate or graduate student (several positions)

Hours: Monday-Friday, 9am-5pm, up to 20 hours per week, limited term employment

Reports to: Guinnessa Mahar, Ph.D., Anthropology Librarian, UF Libraries

Advertising Summary: The Smathers Libraries are working in coordination with the Samuel Proctor Oral History Program to transcribe hundreds of interviews from the Native American Oral History Collection. Students hired for these positions will be responsible for creating written versions (transcripts) of audio recordings, revising and editing their work, and producing a final product.

Summary of Duties

In partnership with the Samuel Proctor Oral History Program (SPOHP), the George A. Smathers Libraries are working to revitalize the Native American Oral History Collection at the University of Florida. The collection was initially funded by the Doris Duke Charitable Foundation (DDCF) and consists of hundreds of interviews originally recorded on audio tape. With a recently awarded grant from DDCF, the Libraries' and SPOHP are working to revitalize the collection by digitizing all content in preparation for re-transcription, culturally responsible sharing, and long-term curation. The students hired for this position will be responsible for creating typed versions of audio recordings (transcripts), revising and editing their work, and producing a final product. Transcription Assistants will also be responsible for creating transcription abstracts (summaries) for each interview transcribed and for collecting associated metadata. Beyond transcription, Transcription Assistants are expected to meet with project managers regularly to report on progress and receive assistance when needed.

Required Qualifications

- Must have a reliable computer and internet connection
- Must be currently enrolled at UF, good standing
- Familiarity with Microsoft Word, Excel, Access, Teams
- Excellent written and oral communication skills
- Ability to work independently
- Strong attention to detail

Preferred Qualifications

- Interest in history, anthropology, American Indian and Indigenous Studies, Native American History and Culture
- 3-4 years of typing experience; approximately 30-60 words per minute
- Experience editing, transcribing, or translating
- Prior experience working with the Samuel Proctor Oral History Program

Special Instructions to Applicant: Please submit your résumé or CV and class schedule.

Apply online at: <https://explore.jobs.ufl.edu/en-us/job/516641/transcription-assistant>