PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Research Assistant (Part-Time/Non-Benefited; 10 hours per week)

DEPARTMENT: Fordham College at Lincoln Center

POSITION SUMMARY:
The Research Assistant, a graduate student or advanced undergraduate with experience in digital humanities or a related field, will assist with advancing, tracking, and presenting digital scholarship for projects involving museum studies, art history, and/or 18th-century studies. The Research Assistant will be engaged with several projects, which might include, but are not limited to:

- **Connecting Museum Data: Building a NYC Data Archive**: A collaborative digital humanities project involving multiple NYC museums, NYC schools, and international scholars, with grant applications currently under review at the National Endowment for the Humanities and elsewhere.
- **France in the Americas**: A collaboration between the Bibliothèque Nationale de France, the Library of Congress, and other major libraries in the U.S., France, and Canada that is identifying, organizing, and presenting documents pertaining to the history of France in the Americas on a digital platform.

RESPONSIBILITIES:
- Identify institutions and museums that hold data.
- Communicate with museum curators, technical representatives, scholars, and K-12 instructors.
- Collect, manage, and document web APIs.
- Design, update, and maintain a simple professional website.
- Conduct primary and secondary source research using online databases commonly used in history and art history (e.g., America’s Historical Newspapers, JSTOR, ProjectMuse).
- Compile bibliographies.
- Organize, share, and maintain research materials using Zotero, Google Drive, Dropbox, or other platforms designed for collaborative projects.
- Communicate and track communications with partners on all projects.
- Draft summaries of research, interim and final reports, and other documents as needed.

QUALIFICATIONS:
- Experience in Digital Humanities research, data acquisition, cleaning, and structuring.
- Experience building and maintaining websites using commercially available content management systems (e.g., SquareSpace, Wix, WordPress).
- Experience conducting on-line research via museum, library, periodical, and other databases commonly used in the humanities.
- Experience working with various kinds of web APIs (especially RESTful ones).
- Experience with schema definition, database design, and management.
- Experience working with tricky and unstructured data sets.
- Knowledge of technical concepts such as markup, JSON, etc.
- Familiarity with data formats in cultural institutions.
- Familiarity with processes of digital cataloging of collections.
- Familiarity with research management and document sharing systems such as Zotero, Google Drive, and Dropbox.
- Self-directed with excellent organizational skills and attention to detail.
- Excellent communication skills.

SALARY: Hourly Rate
Commensurate with experience.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: lauricchio@fordham.edu

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