



DKU Humanities Research Center’s Third Space Lab is seeking two Digital Media Assistants. One for video and one for print. Please see below for job descriptions of each.

To apply, please fill out the applications on the website and send them to [eugenie.chao@dukekunshan.edu.cn](mailto:eugenie.chao@dukekunshan.edu.cn)

<https://sites.duke.edu/dkuhumanities/third-space-lab-is-seeking-digital-media-assistants/>

Applications are accepted until April 8, 2022

**Position title:** Digital Media Assistant (Print)

**Position job description:**

DKU Humanities Research Center’s [Third Space Lab](#) is recruiting a Digital Media Assistant (print) to support Faculty on an interdisciplinary and multilingual project. This position requires expertise in formatting text and images, text editing, and assistance in managing the sharing and distribution of content via social media. The project involves creating an “anthology” of short stories for children in multiple languages.

This role will use tools and technologies associated with editing text and images. This role will also require excellent communication and interpersonal skills, to provide the best possible experience for everyone involved in the project. This position can be done remotely.

**Major Job Responsibilities:**

- Working with students and coordinating meetings for recordings;
- Editing text and images on a page to produce professional-looking output for publication both online and in physical copies;
- Organizing and maintaining the media collection;
- Helping publicize the videos on various social media platforms;
- Identifying and contacting vendors to print physical copies;
- Following the printing process (timelines, proofing, etc.);
- Distributing the product to end-users (students, library).

**Required Qualifications:**

## TSL – Translation Project – Hiring Student Assistant

- Demonstrated experience arranging text and images for print or publication
- Demonstrated experience editing images
- Demonstrated ability to work well both independently and as a team member;
- Solid oral and written communication skills in English and Chinese;
- Excellent communication, planning, problem-solving, and analytical skills;
- Some existing examples of digital media or publication work

### **Preferred Qualifications:**

- Demonstrated competency in Adobe InDesign or other software for creating print publications;
- Experience organizing or working with libraries of digital media files;
- Experience editing text for accuracy and comprehensibility in a professional or public setting

### **Information on the Translation Project:**

Born from the collaboration of French 102 (Dr. Emma Chiocca) and Literature 109 Writing Stories for Children (Dr. Stephanie Anderson), this project aims to publicize stories written in Lit 109 in English, then translated into French by students in French 102. These stories will be read and/or performed on video and then shared on various social media platforms.

### **Pay rate**

UG research assistant: RMB 40/hour

### **Undergrad student**

**Start date and end date:** April 15 through June 30, 2022. Possibility to work beyond this date based on the needs and agreement of all parties.

**Number of hours estimated to work per month** (cannot exceed 40 hours): 20

**Is there a probation period?** Yes, 3 weeks



**Position title:** Digital Media Assistant (Video)

**Position job description:**

DKU Humanities Research Center's [Third Space Lab](#) is recruiting a Digital Media Assistant (video) to support Faculty on an interdisciplinary and multilingual project. This position requires expertise in video recording and editing and assistance in managing the sharing and distribution of products via social media.

This role will use tools and technologies associated with creating, editing, displaying and communicating digital media, ideally including film, audio, subtitles (English and Chinese) and images. This role will also require excellent communication and interpersonal skills, to provide the best possible experience for everyone involved in the project. Due to the nature of the recordings and interactions, the Digital Media Assistant will need to be located in Kunshan for at least the duration of the recording process (until the end of the Spring 2022 semester). The editing can be done remotely.

**Major Job Responsibilities:**

- Working with students and coordinating meetings for recordings;
- Filming and editing student readings for online preservation and access;
- Adding subtitles to the video;
- Organizing and maintaining the media collection;
- Helping publicize the videos on various social media platforms.

**Required Qualifications:**

- Demonstrated experience filming videos using video equipment;
- Demonstrated experience editing videos using common video editing software;
- Demonstrated ability to work well both independently and as a team member;
- Solid oral and written communication skills in English;
- Excellent communication, planning, problem-solving, and analytical skills;
- Some existing examples of digital media work.

**Preferred Qualifications:**

## TSL – Translation Project – Hiring Student Assistant

- Demonstrated competency in Adobe Create Suite products such as Photoshop, Illustrator, InDesign, Lightroom, or other digital media editing software;
- Experience organizing libraries of digital media files;

### **Information on the Translation Project:**

Born from the collaboration of French 102 (Dr. Emma Chiocca) and Literature 109 Writing Stories for Children (Dr. Stephanie Anderson), this project aims to publicize stories written in Lit 109 in English, then translated into French by students in French 102. These stories will be read and/or performed on video and then shared on various social media platforms.

### **Pay rate**

UG research assistant: RMB 40/hour

**Start date and end date:** April 18 through June 30, 2022. Possibility to work beyond this date based on the agreement of all parties.

**Number of hours estimated to work per month** (cannot exceed 40 hours): 20

**Is there a probation period?** Yes, 3 weeks