**Job Description:** WL W22 Xwi7xwa Archives Curation & Digitization Assistant

(Undergraduate targeted role)

**Job Description:**

* Xwi7xwa is actively planning for the celebration of the branches 30th anniversary and is looking to archive and digitize materials dedicated to the history of the branch.
* The scope of this collection includes archival materials, photographs, and realia from the First Nations House of Learning and X̱wi7x̱wa Library.
* These materials are currently being digitized and will be part of a larger curatorial exhibit.

**Work Preformed:**

* The first step in this project will be to develop a familiarity and understanding of the existing archives held within the library.
* After the student will aid in the accessioning of materials into archival quality folders and boxes, and the finding aid for X̱wi7x̱wa updated to reflect the newly accessioned materials.
* The student will be expected to keep in mind the digitization portion of the project, and curate a list of materials suitable for a digital exhibit celebrating the 30th anniversary of both the First Nations House of Learning, and X̱wi7x̱wa.

**Supervision:**This position will be co-supervised by the Indigenous Programs & Services Librarian and the Information Services Librarian.

**Complexity of tasks:**The tasks will require careful attention to detail and the confidence to ask clarifying questions if specific instructions are not understood.  The student will be encouraged to take notes during meetings, as the work can be complex and require specific steps to be followed, in order. The student is encouraged to ask questions about the context of the entire project so they understand how this work fits in with the overall Xwi7xwa goals. The duties and responsibilities will require the student to apply classroom theory in a professional setting.  Staff are available to mentor and answer questions that arise relating to duties or projects.

**Goals of Organization/Unit/Program:**  Xwi7xwa serves a diverse range of learners, researchers and instructors including Indigenous students, faculty and staff, the wider campus community, and the general public. X̱wi7x̱wa Library is unique as it is the only Aboriginal branch of an academic library in Canada it is often looked to as a leader in Indigenous Academic Librarianship in British Columbia, Canada and internationally its staff, services, and collections are key drivers that support the [UBC Aboriginal Strategic plan](http://aboriginal.ubc.ca/strategic-plan) and Indigenous initiatives in [UBC Library’s strategic plan](http://about.library.ubc.ca/strategic-plan).

One of the ongoing goals of Xwi7xwa Library is to increase the number of iSchool graduates with professional competencies in Indigenous librarianship. This opportunity will ultimately lead to a much-needed increase in the number of students graduating from UBC with specialized skills and experience that will be relevant if they work for an Indigenous community organization in the future.

**Qualifications:**

**Required**

The ideal candidate is a dual library and archives iSchool student in the First Nations Curriculum Concentration who has completed the core courses, is knowledgeable about contemporary Aboriginal issues and scholarship, and is aware of library resources relevant to Aboriginal interests. Additionally, the candidate should be proficient in archival collections management, digitization practices, and project management. An ideal candidate will be a self-directed, well-organized worker who is also able to work in a team environment. They will have excellent interpersonal and IT skills, as well as experience developing projects and/or managing projects. Interest and understanding of metadata in archival settings is an asset, and archival curation and preservation practices.

**Desired**

* Experience working in Indigenous organizations
* Academic coursework in Indigenous Studies or a related discipline
* Familiarity with archival practices in general and Indigenous archival practices specifically
* Familiarity with various digitization practices and processes
* Familiarity with UBC and Canadian copyright guidelines and resources

**Student Learning Components:**

**Contribution to the University community:**

**Goals of the program:** The work completed by student librarians actively supports UBC's current Strategic Plan Goal #3 "Partner with Indigenous communities on and off campus to address the legacy of colonialism and to co-develop knowledge and relationships." The student aids in supporting Indigitization activities that align with UBC’s Indigenous Strategic Plan.

**Supportive and inclusive environments:** The Indigenous Programs and Services Librarian meets with the student once a week for a check in to make sure that the workload is appropriate for the student, and to check in on school life. Xwi7xwa Library encourages students to attend training workshops to learn about the intersections between ethnicity, sexuality, gender identity, and how those shape individual identity.

**Orientation & Training:**

Orientation to the role occurs in several stages. Online training programs required by UBC, including topics such as New Worker Safety Orientation, Preventing and Addressing Bullying and Harassment, Workplace Violence Prevention Training, Privacy & Information Security Fundamentals Part 1 and 2, and Preventing COVID-19 Infection in the Workplace will be among the first training opportunities provided and will be completed at the student’s home. Orientation to the physical work site will include an orientation to the First Nations House of Learning, as well as Xwi7xwa Library. Safety training for the site will include earthquake and first aid supply locations, the COVID-19 Safety Plan elements, lockdown procedures, and fire evacuation and muster point procedures.

Ongoing training and professional development is provided throughout the term. Xwi7xwa Library training includes guidance for applying classroom learning in a workplace environment. Because classroom learning varies, training is unique to each student. The student will be trained on how to use MS Teams, server storage, and the branch website and social media accounts for project promotion.

By the end of the term, the Xwi7xwa Curation and Archives Assistant will have acquired and demonstrated advanced project management skills, Indigenous collection management considerations for workflows and content decisions, be able to identify necessary resources, and present summary reports to project stakeholders. They will be conversant in issues related to Indigenous intellectual property concerns with archival collections and will develop a broad understanding of how Indigenous archives need to be treated differently, with heightened culturally competent respect, from mainstream collections. As the project progresses, we expect there will be opportunity for the student to develop Digital storytelling skills to highlight elements of the archives for special events.

**FEEDBACK, ONGOING SUPPORT & REFLECTION**

* The Indigenous Programs and Services Librarian will be responsible for providing ongoing feedback to the student who will be encouraged to seek clarification and assistance as needed. Regular meetings will be scheduled with the Indigenous Programs and Services Librarian and the co-supervisors, as individuals or as a team, throughout the term. These meetings will discuss progress made to date, provide an opportunity to reflect on any challenges and ideas that the students have, and assign tasks ahead.

**COMPLEMENT TO CLASSROOM LEARNING:**

The student will gain experience in digitizing Indigenous collections as well as the student will learn to curate exhibits both in-person and online. Skills relevant to First Nations and Indigenous Studies Program, the First Nations and Endangered Languages Program, and MLIS students are project management; enhanced communication skills for a variety of channels; improved technology skills by using a wide range of online tools and resources, software and hardware; and enhanced understanding of Aboriginal community engagement work in an academic setting.

**WORKPLACE SKILLS AND PROFESSIONAL DEVELOPMENT:**

* Experience with project management, from identifying potential projector

This position will be in person, however some of the work may be done remotely in the event that Provincial Health Orders change.