Digital Publishing Intern

Under the direction of the Director of Copyright & Scholarly Communication, Duke Libraries seeks two Digital Publishing Interns to work on a grant-funded project to study how research libraries can support expansive digital humanities publishing projects—projects that are interactive and dynamic in their content as they span and often grow over time across multiple content types, audiences, and contributors—from planning through to production, discovery, evaluation, and preservation. These positions have a special focus on how appointment, promotion, and tenure committees can evaluate the significance and value of digital humanities publications. The positions will also have the opportunity to participate in a workshop with digital humanities publishing leaders from around the United States, and to co-author a report on the findings of this study. We are recruiting for 2 interns to work 19.5 hours per week for 16 weeks.

Responsibilities:
- Help design interviews with faculty, APT committee members, university press directors and other stakeholders in the scholarly publishing system;
- Coordinate and help conduct interviews with stakeholders;
- Conduct literature review and integrate findings with interview findings;
- Participate in workshop with digital publishing leaders and help document findings of workshop;
- Contribute to drafting a substantial report on development of an expansive digital publishing service;
- Other duties as assigned

Supervisory Responsibilities
- None

Qualifications

It is the expectation that a successful candidate will demonstrate exceptional workplace behaviors in the execution of their specific position responsibilities, including: customer focus, collaboration, creative problem solving, continuous learning and a commitment to diversity.

Education:
Required: BA/BS and current enrollment in a graduate program in the humanities, interpretive social sciences or library science

Experience:
Required: Strong analytical, organizational, research and writing skills; excellent communication and interpersonal skills; ability to work independently and as a member of a team; accurate and detail-oriented; ability to work independently and collaboratively as a member of a team. Interest in academic publishing, digital humanities, and the scholarly communications system

Preferred: Previous work experience in academic publish. Experience conducting qualitative research or training in qualitative research methods.

Working Conditions
- Normal office environment
- Computer use expected

These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Hiring Rate
$16.50 per hour. *The position is not eligible for University fringe benefits or moving, housing, or relocation expenses.*

**Hours**

This internship is a temporary, part-time position available for 19.5 hours per week for 16 weeks. Hours are flexible within a M-F, 8:30-5:00 work week, but assistants are expected to set and maintain a consistent schedule.

**Environment**

Since its founding in 1924, Duke University has grown into one of the most prestigious private universities in the world and its medical center ranks annually among the top in the nation. The Duke University Libraries are the shared center of the university's intellectual life, connecting people and ideas. The Libraries consist of the William R. Perkins Library and its branches: Rubenstein Rare Book & Manuscript Library, Lilly, and Music and the library at the Duke Marine Laboratory in Beaufort. Duke’s library holdings of 6.1 million volumes are among the largest of private universities in the United States.

Duke's hometown is Durham, North Carolina, a city with vibrant research, medical and arts communities, and numerous shops, restaurants and theaters. Durham is located in the Research Triangle, a growing metropolitan area of more than one million people that provides a wide range of cultural, recreational and educational opportunities. The Triangle is conveniently located just a few hours from the mountains and the coast, offers a moderate climate, and has been ranked among the best places to live and to do business.

**Application**

Review of applications will begin immediately and will continue until the position is filled. An electronic resume, cover letter, and list of 3 references should be submitted at: https://hr.duke.edu/careers/apply. Refer to requisition # 401378388.

*Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual’s age, color, disability, genetic information, gender, gender identity, national origin, race, religion, sexual orientation, or veteran status. The Duke University Libraries have a strong commitment to Affirmative Action and is actively seeking to increase the racial and ethnic diversity of our staff.*

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Thanks,

Teresa Tillman
Library HR Specialist