

Student Work Opportunity: Student Special Project Assistant – Oral History Project

Job Code: 95133 | **Step:** 4

The Bureau of Labor Education at the University of Maine is inviting a motivated student to join the *Voices of Change: Women, Work, and Labor Activism in Maine* oral history project. This initiative is dedicated to recording and preserving the stories of women whose work and activism have shaped Maine's labor history. As part of our small, collaborative team, you'll gain hands-on experience in interviewing, transcription, and digital archiving — contributing directly to a public resource that will serve researchers, students, and the community for years to come.

What You'll Do

- Meet and interview narrators in person or virtually, using oral history methods.
- Prepare interview questions and background research.
- Operate recording equipment to capture high-quality audio/video.
- Transcribe interviews and write short summaries that accurately reflect the content.
- Organize, tag, and upload materials into the project's digital database.
- Assist the project lead investigator in building and organizing the digital archive to ensure long-term accessibility and preservation.
- Keep files and metadata consistent, accurate, and well-organized.
- Support outreach efforts (community events or social media) to share the project's work.

What We're Looking For

- Strong attention to detail and organizational skills.
- Ability to work independently and manage multiple tasks.
- Comfort with Microsoft Office, Google Drive, and basic audio/video tools.
- Respect for sensitive information and willingness to sign a confidentiality agreement.
- Enthusiasm for history, storytelling, and community engagement.
- Completion of IRB and oral history training (will be provided once hired).

Position Details

- **Work-study position:** 20 hours/week at **\$15.15/hour**.
- Some travel within Maine may be required for interviews — travel expenses will be compensated.
- May coordinate activities of one or two other student employees.
- Your office will be on the second floor of Chadbourne Hall.
- Project Lead and Supervisor: Dr. An T. Nguyen.

Work-Study Opening – Help Build Maine's Labor History Archive

The Bureau of Labor Education is seeking a Student Special Project Assistant to join the *Voices of Change: Women, Work, and Labor Activism in Maine* oral history project. You'll help conduct and transcribe interviews, assist in building the project's digital archive, and preserve stories that matter. **20 hrs/week at \$15.15/hr, travel expenses covered.** Apply now to be part of a project that blends history, storytelling, and digital skills. **Send resume, short cover letter, and unofficial transcripts to an.t.nguyen@maine.edu. Deadline is January 1. Position begins January 20, 2026.**