

 This is how an applicant will see your posting when it is live



## WL S23 Digital Tattoo Student Project Coordinator

University of British Columbia - VP Academic & Provost

UBC Vancouver Work Learn Program

### Job Type

UBC Vancouver Work Learn Program

### Number of Openings

1

### Description

**Applications are reviewed on a rolling basis. Please apply as soon as you are ready.**

### Work Performed:

The [Digital Tattoo Project](#) aims to encourage learners to think about their presence online, help navigate the issues involved in shaping their digital identity, and educate folks about their rights and responsibilities as digital citizens. To do this we use an interactive website, social media, workshops, and teaching resources. The Digital Tattoo Student Project Coordinator position works collaboratively with a team of staff, faculty, and students and will be responsible for website content development, workshops, marketing, and promotion for the Digital Tattoo Project, with two direct supervisors.

As the Digital Tattoo Student Project Coordinator, you will:

### ENGAGE IN RESOURCE DEVELOPMENT

### Important Dates

Posted On:

Mar 13, 2023

Application Deadline:

Mar 26, 2023

**Applying for jobs:** Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.

\*Identify gaps and research current issues around digital identity and online reputation to ensure the Digital Tattoo website resources are up-to-date, inclusive, and serve diverse learner needs.

\*Design, revise, and implement innovative, high-quality digital educational content to help students make informed choices about managing their digital identity and its impacts. Projects include:

- Educational tutorials, videos, blog posts, infographics, and other forms of multimedia.
- Facilitating workshops for UBC and the broader community
- "Train the trainer" style materials to support others interested in delivering instructional workshops and presentations on digital identity to a range of audiences.

\*Market and promote Digital Tattoo to UBC students, faculty, and staff, as well as the broader community using traditional communication and social media tools.

\*Apply best practices for the creation and sharing of open educational resources. Developing and maintaining inclusive and accessible resources.

\*Evaluate the effectiveness and use of the Digital Tattoo Project educational resources using tools such as web and social media analytics to ensure the high quality of resources.

## **CULTIVATE A SUPPORTIVE LEARNING ENVIRONMENT**

\*Work independently as a leading member of the Digital Tattoo Committee which includes students, professional staff, and faculty members from multiple institutions.

\*Collaborate with other students and staff from UBC and other universities on innovative projects that support digital literacy and engagement.

## **ENGAGE IN PROFESSIONAL DEVELOPMENT**

\*Refine writing skills for an online audience.

\*Expand technical skills, specifically around website maintenance and video creation.

- \*Development and implement project management skills, creating educational content.

- \*Collaborate on weekly meetings with supervisors, and bi-weekly web team meetings with students and staff.

#### Qualifications

##### Qualifications:

- \*A full-time, currently enrolled student at UBC meeting Work Learn eligibility and position criteria.

- \*Graduate students or senior undergraduates preferred with academic coursework or equivalent in journalism, education, library science, communications, public policy or law, related to copyright, privacy, safety, and identity on the Web.

- \* A strong interest in issues related to privacy, safety, and identity on the Web.

- \* Excellent communication, analytical, problem-solving, and interpersonal skills.

- \* Ability to develop unique and creative ideas, and set and achieve goals.

- \* Strong research, organizational, and writing skills.

- \*Experience and/or strong interest in designing and creating educational multimedia content including video and audio

- \* Experienced user of Web communication technologies including, but not limited to: Instagram, Twitter, Wikis, WordPress, H5P

- \* Experience developing and delivering training materials and workshops.

- \* Ability and interest in working independently with a high level of initiative as well as in a collaborative team environment.

- \* Demonstrated project management and leadership skills.

- \* Flexibility and willingness to assume a variety of assignments.

##### Successful students in the position also possess:

- \* A strong understanding of privacy, safety, and identity on the Web.

- \* Video production including editing experience and skills.

- \* Editorial skills, including ensuring a consistent voice and tone in work prepared by multiple writers.

- \* An interest in further developing project management skills.

Most duties are complex, requiring a high level of critical thinking, independent thought, and sound judgment. Students

are expected to identify issues around digital literacies (data ownership, online presence, etc.) and consider effective ways of educating others on these topics as well as keeping stakeholders updated.

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Faculty/VP

VP Students

UBC Department

UBC Library - Chapman Learning Commons & The Centre for Teaching, Learning & Technology

Hours Per Week

20

Salary / Wage

22.67

Preferred Degrees/Disciplines

Science/Environment/Agriculture, Library, Archival & Information Studies, Arts/Social Sciences, Business Administration/Commerce/Management, Education/Teaching, Law/Legal Studies

Additional Documents (**preferred**)

Cover Letter, Unofficial Transcript, Writing Sample, Class Schedule

Anticipated Start Date

May 1, 2023

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program, Current Students in a Phd Program

ID

961521

Supervisor

Alexandra Kuskowski

Organization Type

UBC Faculty, Department, Unit or Student Group

Contributions to University Community & Student Learning Components  
(UBC Vancouver Work Learn Program)

**Contribution to the University Community:**

The work of the Digital Tattoo Project Coordinator plays a key role in fulfilling UBC Library's goal to support students in the development of digital literacies, in particular, those related to online practices, privacy, and identity by creating tools and resources on these topics. They also support providing a safe and crucial place for reflection on online engagement which will only continue to grow in significance given the effects of the pandemic.

Our workplace prioritizes student working experience, with an emphasis on the flexibility of work hours, support for workers' needs, and value placed on worker perspectives. We provide training and support to ensure an equitable and inclusive workplace, including conversations about positionality, diversity, and inclusion; workshops with campus partners to promote wellness; regular check-ins for student staff input; and ongoing support with navigating work-life balance.

**Student Learning Components**

*Supervision & Training:*

The position will begin September 1st, 2022, and runs until April 30th, 2023, at 10 hours per week. Training is a requirement of the position and will be scheduled for early September.

**ORIENTATION**

Provided by two direct (staff and faculty) supervisors: week of scheduled training including position explanation and expectations discussion, introduction to web programs (Teams, WordPress, etc), review of comprehensive online orientation materials, and introduction to Digital Tattoo Committee members.

Technical programming training is provided by two Centre for Teaching, Learning and Technology staff who also make up the Digital Tattoo Committee.

**FEEDBACK & ONGOING TRAINING**

Feedback opportunities will be provided through the following: weekly check-ins to discuss progress and answer questions in a work location

directly adjacent to supervisors, scheduled biweekly Digital Tattoo Committee meetings to discuss project directions, implementation strategies, and team goals, as well as ongoing feedback available in-person, online chat and email.

Extensive online documentation is available for ongoing support to students in all aspects of the position (see

[http://wiki.ubc.ca/Documentation:Digital\\_Tattoo\\_Student\\_Orientation](http://wiki.ubc.ca/Documentation:Digital_Tattoo_Student_Orientation)).

Technical training and ongoing professional development sessions are provided to supplement student knowledge including video and audio editing programs ( Camtastia, H5P etc).

## REFLECTION

Formal performance reviews and goal setting once per term with a strong self-reflection component to enhance job performance and develop skills related to long-term career goals and graduate competencies.

Personal reflection about online identity is supported by the Digital Identity Matrix created by the Project Leads to support student staff:

[http://wiki.ubc.ca/Documentation:Digital\\_Tattoo\\_Student\\_Orientation/Tutorial\\_Objectives](http://wiki.ubc.ca/Documentation:Digital_Tattoo_Student_Orientation/Tutorial_Objectives)

*Connections & Learning:*

## MENTORSHIP

Student will be mentored to develop project management skills and digital competencies through step-by-step project planning in staff meetings and training opportunities through the Centre for Teaching and Learning, UBC Studios education, and 1-1 staff training.

Mentorship in learning resource design and development, as well as in social media strategy, by experts in those fields.

## NETWORKING

In creating content presentations, and blog posts, students will have the opportunity to interview and connect directly with experts and other student staff from across the UBC campus and the larger community.

Through our working partnership with the University of Toronto iSchool, the project coordinator will work with students at the UofT Library on social media posts and other online projects in support of the Digital Tattoo website, connecting them with peers from another institution from different academic backgrounds.

## LEARNING & PROFESSIONAL GROWTH

Through ongoing discussions, each student is encouraged to tie the work to their personal interests and bring creative passions around digital identity to their work goals for future growth.

*Career Exploration:*

## WORKPLACE COMPETENCIES, FUTURE EMPLOYMENT, & SUPPORTING ACADEMIC GROWTH

Gain experience for career and academic competencies in critical thinking and leadership through web-based learning resource creation (writing, video, etc.), social media strategy development, workshop presentation, and experience in project management and managing multiple tasks.

Receive opportunities to collaborate with students, staff, faculty, and stakeholders in a professional setting, emphasizing collaborative learning, professionalism, equity and inclusion, communication, working on a diverse team to create resources that serve diverse communities. Development of competency in the areas of analytics, assessment, and evaluation.

Development of expert knowledge around online reputation, digital rights, and digital identity.