

**Steans Center for Community-based Service Learning  
Job Description**

**Position:** Student Research Assistant: Learn Charter School Project  
**Reporting to:** Assistant Director, Academic Development  
**Hours/Week:** 10  
**Salary:** \$10.00/hour

**Interested students please email your resume with brief cover letter to:**  
**Anne Rapp**  
**arapp@depaul.edu**

**Responsibilities:**

Assist faculty and students participating in the Learn Charter School Public History Project by performing tasks such as:

\*Coordinating Logistics for the project, including: scheduling, communicating with service learners and representatives of Learn School, etc.

\*In conjunction with the Assistant Director for Academic Development, supervise the use of recording equipment and the storage of manuscripts

\*Conduct oral histories

\*Edit and digitally store oral history transcripts. Produce transcripts for oral histories, when necessary.

\*Participate in manuscripts processing.

\*Conduct secondary research

Other responsibilities as needed.

**Qualifications**

Must be a history major. Coursework in Public History or experience working in public history projects preferred.

Excellent writing and communication skills

Ability to give presentations in front of groups, classrooms

Flexibility, both in working on a variety of tasks and in scheduling—ability to work with faculty, students, and off campus, non-profit organizations.