

JOB ANNOUNCEMENT

The **Oral History Program Assistant** (PA) is a part-time (**30/hrs**.) position for someone passionate about ADST’s mission, with the skills to match.  **Learn more at adst.org.** The incumbent ensures that interviews are scheduled, tracked, transcribed, edited, and posted on the ADST and Library of Congress (LOC) websites.  The incumbent will help streamline and update operational processes. The incumbent will work with ADST staff, including Foreign Service detailees and volunteers, and report to the president.  He or she will prepare scheduled reports for the executive director and president, and other reports as required. More specific responsibilities include:

**Oral History Workflow Management and Transcript Review:** Maintain master list and calendar of interviews; upload interview files for storage, transcription and later use; track interviews being transcribed; review transcriptions for quality; send transcripts to interviewees and/or editors; approve final edited transcripts; edit incomplete transcripts as required; supervise the preparation of tables of contents; post final transcripts to ADST and LOC websites; recruit and supervise transcribers; facilitate payments to transcribers.  Transcript review includes spell checks; format checks; researching and correcting dates and proper names; and saving files in appropriate formats.

**Reports, Updates, and Website:**  Prepare quarterly reports on the number of interviews conducted, transcribed, edited, and published.  Prepare other reports to satisfy grant requirements, and as requested by ADST management. Revise/update the Oral History Finders Guide and ADST’s Country Readers series, as appropriate.  Work closely with website manager to ensure that information on the oral history program is timely, accurate and easily accessible.

**Qualifications and Education Requirements:**The PA drives the operational oral history production process.  iIs or her tact and commitment to quality is essential to the program’s continued success.  The position requires multitasking, writing, editing, problem-solving, organizational, and processing skills.  It also requires aptitude for, and ideally experience with, multiple relevant computer applications. These applications could include Microsoft Word and Excel; Google Docs, Sheets, and other Google office products; Notepad; Wordpress; Zoom; popular video and audio processing software; and popular social media platforms.  The ideal candidate will have at least a bachelor’s degree.

Applications can be sent by mail or e-mail to the following addresses

no later than November 15, 2018:

 **E-MAIL**: **MAIL**

 Marilyn Bentley, OH Program Assistant Susan Johnson, President

 marilyn\_bentley@adst.org ADST P.O. Box 41839

 T: 703 302-6990 Arlington, Va. 22204

 Attention (cc☺ johnsonsr@adst.org