## JOB DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Hidden Histories assistant digital archivist</th>
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<tbody>
<tr>
<td><strong>Department / Unit:</strong></td>
<td>Geography</td>
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<tr>
<td><strong>Job type</strong></td>
<td>Professional Services - Casual Contract</td>
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<td><strong>Grade:</strong></td>
<td>5</td>
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<td><strong>Accountable to:</strong></td>
<td>Senior Lecturer in Physical Geography, Schools Liaison and Outreach Lead, Director of Research &amp; Knowledge Exchange</td>
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### Purpose of the Post

Supporting and assisting with the organisation, administration and running of a summer school focusing on polar science.

### Key Tasks

- Assisting the PI by building online surveys to specified designs
- Assisting with the development of research methods
- To manage project data including data entry, data back up, and simple data analysis in a timely manner.
- Assistance with writing, proof-reading and editing documents.
- Communicate with stakeholders through electronic and print media.
- Support with the administration and running of a one-day Year 12 summer school focused on polar science.
- Collate digital archive material for students to use in building a team storymap
- Liaise with RHUL Widening Participation, Hidden Histories team and attending schools.
- Draw together and evaluate feedback on summer school processes and outcomes
- Liaise with local communities to build partnerships and inform the management of the project
- Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

### Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.
The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: RHUL Widening Participation, Hidden Histories team and attending schools.