DODGE FAMILY COLLEGE OF ARTS AND SCIENCES
**DEPARTMENT OF WOMEN'S
AND GENDER STUDIES**
The UNIVERSITY *of* OKLAHOMA

Now Hiring - Digital Humanities Specialist (Coptic Studies)

Organization: University of Oklahoma Women's and Gender Studies Department
Job Location: OU Norman Campus, fully remote work available with approval
Schedule: Part-time, 10-20 hours/week (15 hours/week average)
Work Schedule: Flexible but compatible with Central Standard Time working hours, to be determined upon hiring
Term: September 2023-August 2024, potentially renewable for up to 1.75 additional years
Salary Range: Commensurate based on education and experience, $25 - $30/hour
Benefits Provided: No

Job Description:
1. Contributing to the development of new digital technologies in Coptic
2. Project management and training of volunteers
3. Attending weekly meetings remotely and 2-4 in-person meetings annually
4. Contributing to conference presentations and publications
5. Transcribing and correcting transcriptions of Coptic documents (from print editions or manuscripts)
6. Adding annotations and metadata to digital Coptic text (training will be provided)
7. Other duties as assigned

Required Education:
- Formal education in the Coptic language at the college/university or graduate school level
- Bachelor's degree

Required Skills:
- Moderate to strong proficiency in reading the Coptic language
- Openness to learning new technical skills
- Ability to work both independently and to collaborate with members of an interdisciplinary research team
- Detail-oriented

Preferred Skills:
- Training/education in Bentley Layton's Coptic grammar for the Sahidic dialect
- Knowledge of dialects other than Sahidic (especially Bohairic)
- Familiarity with the Coptic Scriptorium platform (https://copticscriptorium.org)
- Experience or training in Digital Humanities methods or programming languages

All applicants must already be eligible to legally work in the US and hiring is contingent upon a successful background check.

Required Attachments for Applicants:
1. Cover Letter explaining interest and relevant courses and/or work experience
2. Curriculum Vita
3. Two (2) References – names and emails (one must be able to comment on the applicant's knowledge of the Coptic Language

Submit all application materials to:
wgs@ou.edu

Applications for this position will be reviewed on a rolling basis beginning July 10th.

Questions about this position:
Caroline T. Schroeder, PhD
Professor and Interim Chair, Women's and Gender Studies
Core Faculty, Data Scholarship Program in the Dodge Family College of Arts & Sciences
Associate Fellow, Data Institute for Societal Challenges
PI: Coptic Scriptorium Project
The University of Oklahoma
ctschroeder@ou.edu

Diversity Statement:
The University of Oklahoma is committed to achieving a diverse, equitable, and inclusive university community by recognizing each person's unique contributions, background, and perspectives. The University of Oklahoma strives to cultivate a sense of belonging and emotional support for all, recognizing that fostering an inclusive environment for all is vital in the pursuit of academic and inclusive excellence in all aspects of our institutional mission.

Equal Employment Opportunity Statement:
The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.