**If you understand Punjabi (writing/reading skills not required),**

**this may be a Work Learn job for you!**

**Job Description**

Position Type

UBC Vancouver Work Learn Program

ID

889598

Organization Type

UBC Faculty, Department, Unit or Student Group

UBC Faculty/VP

Faculty of Arts

UBC Department Name

History

Job Title

WL W21 Punjabi Oral History Project Assistant

Job Description

This position will enable an undergraduate student to take direct part in research for the Punjabi Studies Oral History program at UBC, a program has involved UBC students in oral history documentation and project development for over a decade. There are two components to this Program. One is funded by PURE, the Program for Undergraduate Research Experience. It focuses on the collection and preservation of oral histories regarding the history of Punjabi language and literature in the lower mainland of British Columbia. This unique opportunity allows undergraduate students to engage directly in research interviewing and film documentation, and provides the opportunity for exploration of the history of the Punjabi Canadian community. The other component of the program is for the "Dalit Stories/Caste in Canada" project, which is recording the oral history of Dalit Canadians in BC.

For information about these projects, see: <https://punjabi.arts.ubc.ca/research/>

Program Assistants undertake interviews with members of the Punjabi language community of British Columbia in two-person teams. Until now, due to the Covid-19 pandemic, interviews have been conducted online through Zoom; we have received permission to conduct in-person interviews, and will continue to do so as long as health mandates allow. (We are currently pausing in-person interviews, due to Omicron.) In addition to conducting interviews, Program Assistants create narrative indices of interviews to allow the resulting videos to be edited for the public, and to be utilized for research, and edit these interviews with input from the Primary Investigator and other Program Assistants.  Since we expect most interviews will be complete in Summer or Fall, the majority of W2021 will be spent creating these narrative indices and editing the interviews for dissemination online.

* **Please note, this position does not involve doing interviews at this time; the focus of the position is the transcription and editing of research interviews.**

Documenting the history of Punjabi in Canada and of Dalit Canadians constitutes a significant research contribution. The research will address gaps in existing archives and ultimately create a more complete and holistic picture of Canadian history. Interviews undertaken for the PURE project concern the state of the Punjabi language in British Columbia, including the role educators, language advocates, and institutions have played in the establishment of Punjabi language education in British Columbia, and the role played by institutions and individuals in the development of Punjabi as a language of literary and cultural expression in the region. For the Dalit Stories/Caste in Canada project, interviews will focus on the lived experience of caste in Canada.

There are four components to these positions:

1. Training

Hours will be dedicated to ongoing training over the course of W2021, building on what has been completed in W2020 for those already trained, and to providing training in film technique and editing for new hires in W2021. Students will continue to learn about Punjabi Canadian history from University professors and community activists and writers, and will learn about Punjabi language cultural production.

2. Ongoing interviewing **(This component of the position has been phased out, as interviews are nearly complete.)**

While Covid-19 restrictions were in place, all interviews have taken place over Zoom, and such interviews are conducted by a single interviewer with a single participant. We now have permission to give the option of in-person interviews. For this, students will work in 2-person teams to conduct interviews that will each take a total of up to 6-7 hours per interview for travel, set-up, interview, and completion. Some weekend and evening hours are required, in accordance with the scheduling of interviews. The scheduling of interviews and coordination of equipment will be done by Project staff, who will accommodate specific scheduling needs of Project Assistants.

3. Indexing

Program Assistants will, when not conducting interviews and engaging in further training, create indices for interviews, to provide a comprehensive outline of the content of the interviews.

4. Editing

Project Assistants will edit videos for presentation online on the Punjabi Studies Blog and through cIRcle, UBC Library's content management and access system. Training in editing will be made available as needed.

SUPERVISION: The Project Assistants will work under the primary supervision of Anne Murphy (Associate Professor, History), receiving feedback over email and in person as needed. Training will take place on UBC-Vancouver campus; interviews will take place at locations amenable to the interviewer and the person being interviewed, and will be scheduled by Project staff.

Work Setting

Combination of remote and on-site

Number of Openings

1

Qualifications

Ideal applicants should be continuing undergraduates with relevant experience and excellent organizational, communication, and interpersonal skills. Successful applicants will be able to work both independently and in a team; are expected to exercise initiative and judgment in establishing priorities and completing tasks; and must have a high level of accuracy and attention to detail. Proficiency in oral Punjabi is required, as is the ability to work successfully with digital media and film. Video/sound editing experience is desirable, but training will be provided to those with related skills and interests. Some experience with interviewing is desirable, but not required.  
  
Experience  
- Experience on projects that require communication skills, organization, time management, and independence  
- Experience with qualitative research and interviewing is preferred  
- Experience in working with film/digital video  
- Coursework in relevant fields of South Asian/Punjabi Studies; familiarity with Punjabi and/or South Asian histories, cultures, and languages  
  
Workplace Skills  
- Strong oral and written communication and interpersonal skills  
- Ability to understand and speak (at an intermediate level) Punjabi  
- Proficiency with film and sound equipment.  
- Careful use of equipment and attention to resulting digital files.  
- Effective time-management and organizational skills

Student Learning Components (UBC Vancouver Work Learn Program)

Orientation, Training and Ongoing Professional Development:  
  
This position will provide an opportunity to learn about Punjabi Canadian language, history and culture in varied and unique ways, as well as providing concrete professional skills training in essential components of community-based, research program building. The student will gain training and experience in interviewing, filming, and digital media development. There will be ongoing formal and informal training opportunities over the course of the year. The content learned will be roughly equivalent to that which is covered in the undergraduate class HIST 475.  
  
Feedback, Ongoing Support and Reflection:  
The student will be encouraged to take ownership of the interview process, and will be in the position to shape the development of the program in a fundamental way. Training and reflection will take place over the course of the summer, allowing the Program Assistants the opportunity to provide feedback to each other, receive feedback on filming and interviewing from professors and others involved in training, and hone skills.  
  
Networking and Mentorship Opportunities:  
The Interviewer will expand her/his network and develop core community engagement skills that can be utilized in other academic and professional settings. This community-based research project allows Program Assistants to enhance their engagement with a wider community outside of UBC, and to work with scholars and community leaders as mentors.  
  
Relationship to Classroom Learning:  
- This position provides the opportunity to apply academic knowledge in new ways, and to embrace the opportunity for Community-based learning at the University.  
- The Interviewer will have the opportunity to learn about Punjabi Canadian Studies as a field and contribute to online resources related to the field  
- The Interviewer will also have the opportunity to learn about community resources related to Punjabi language and literature, and Punjabi Canadian history.  
- The Interviewer will utilize the Punjabi language for primary and secondary research, enhancing language skills and the connection between language skills and professional work and research.  
- The content learned will be roughly equivalent to that which is covered in the undergraduate class ASIA 475, set in the context of this real-world, hands-on project.  
  
Primary workplace skills learned through this position will include:  
  
Administrative Skills  
- Management of digital assets and production  
- Planning  
- Project management and organization  
  
Communication Skills  
- Enhanced effectiveness in personal and digital communication  
- Interview experience  
- Network building  
- Understanding and implementing community-based learning initiatives  
  
Workplace Skills  
- Organization  
- Time management  
- Independence  
- Collaborative decision making  
- Summarizing and synthesizing information  
- Independence, initiative and adaptability  
- (Where applicable) digital content production

Position Classification

Project Assistant

Salary / Wage

19.52/hr

Hours Per Week

10

Total Number of Hours per Student Position

200 (to be confirmed)

Experience Level

Current Students in an Undergraduate Program

Preferred Degrees/Disciplines

Applied Science/Engineering, Computer Science/IT, Science/Environment/Agriculture, Health Sciences, Library, Archival & Information Studies, Arts/Social Sciences, Business Administration/Commerce/Management, Education/Teaching, Human Kinetics/Kinesiology, Law/Legal Studies

Is this Work Learn position research oriented?

Yes

Supervisor

Anne Murphy

Supervisor Email

[anne.murphy@ubc.ca](mailto:anne.murphy@ubc.ca)

Work Learn/ Work Learn International Undergraduate Research Awards Administrator

Timothy Tan

Work Learn/ Work Learn International Undergraduate Research Awards Administrator Email

[timothy.tan@ubc.ca](mailto:timothy.tan@ubc.ca)