Job Description – **Student Worker**

Department: **Arts and Sciences**	**Reports to:**	**Heather Ruth Lee**

Position Summary

Seeking 4-5 committed student workers to assist Prof. Heather Lee at New York University Shanghai (https://shanghai.nyu.edu/academics/faculty/directory/heather-ruth-lee/) and Hong Deng Gao (project manager) with the "Chinese Restaurant Database." The database is being created from turn-of-the-century US immigration files and will be the first public database on Chinese immigrants and their businesses. The database will be released through the "Chinese Migrant Portal," an interactive website through which visitors will access historical quantitative data on global Chinese migrant. Student workers will assist with transcription of immigration files and gain humanities research experience.

Interested candidates are invited to contact Prof. Heather Lee (hrl3 [at]nyu.edu) and send a 1-page statement of interest and resume or CV. We are looking for students available from May 15 through Sep 15.

Responsibilities
- Examining US immigration files of Chinese applicants
- Completing digital intakes forms for Chinese immigration applications
- Working with the project supervisors and other student workers
- Attend mandatory training and check-in sessions

Compensation
Each student worker may work a maximum of 40 hours a month and will be paid a maximum of 800RMB for his/her services.

Qualifications
Required Knowledge, Skills, and Abilities
- Basic computer skills
- Fluency in English
- Minimum commitment of 5 hours/ week from May 15-Sep 15
- Internet and VPN access

Preferred qualifications:
- Ability to work independently with strong attention to detail
- Organized, proactive, and motivated
- Strong interest in international migration, U.S.-China relations, or digital history
- Research experience with archival material and/or data collection