

Public Lectures Student Assistant

The UW Office of Public Lectures, within the Graduate School, is responsible for convening people and ideas in a safe and intellectually stimulating space. By offering diverse public lecture experiences, we give reasons for tens of thousands of people ranging from faculty, students, staff and the person on the street to gather and experience this old school manner of face-to-face meeting and learning.

To meet Federal mandates, we must provide written transcripts of any content we wish to share with the public. Our goal is to grow our Lecture Library with lecture content from our past speakers. Spanning the last 20 years, we have amassed and identified around 20 audio files, for which we hold releases, that we would like to be able to share in the most inclusive manner available to us today.

To help us meet our goal, we're hiring a transcriptionist with an excellent command of English to listen to the audio files and provide quality assurance checks on our AI transcription software which has an accuracy rate of about 70%. The main responsibility of this role is completing transcriptions in a timely manner, moving the transcript content into pre-designed transcript layout template, and reviewing finished transcript for any spelling, grammar, or formatting errors, as well as other inconsistencies.

Pay is \$17.00 per hour with a 19.5-hour maximum work week.

Note: This position is available to current UW students only.

Responsibilities include but are not limited to:

Listen to the recorded dictation

Compare it with the AI assisted transcription

Correct inaccuracies

Pay close attention to words/phrases that are in foreign languages, if there were to be any unidentifiable words, get in touch with PL team to get help

Proofread the transcript thoroughly before uploading the document to transcript layout template

Upload corrected document to transcript layout template (.doc)

Make sure the style (layout, font and text) of the finished transcript are consistent with layout template and comply with UW Brand Guidelines

[\[https://www.washington.edu/brand/brand-guide/\]](https://www.washington.edu/brand/brand-guide/).

The ideal candidate must possess the following skills:

- Excellent oral and written communication skills
- Superb reading and editing skills
- Ability to focus for long periods of time

- In-depth working knowledge of transcribing lecture recordings
- Proficiency in MS Suite, Google Drive and mp3 player
- Comfortability with uploading documents into a Word doc template
- Strong attention to detail

To apply for this position, please email your resume to lecture@uw.edu by **Monday, July 20th.**

UW is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.