

The following Harvard student positions are available in the Middle Eastern Division, Widener Library. Work study and non-work study students are welcome to apply.

=====

The Middle Eastern Division, Widener Library, is seeking students to work on an outsourcing cataloging project. These are hourly (starting at \$15) paid positions.

Students will scan selected pages from Arabic books and transmit the resulting pdfs to a vendor using the Accellion Secure File Transfer. Upon completion of the cataloging by the vendor students will download the resulting metadata into the Aleph (Hollis) catalog. Other duties may be assigned. Knowledge of Arabic is required as well as computer proficiency. Requires strong attention to detail, commitment to a specific weekly schedule (minimum of 10 hours during the academic semesters with flexibility to work more hours during semester breaks), reliable attendance, and ability to work independently in a fast-paced environment. Prior experience working with Middle East library resources is useful.

The employee may regularly move or lift groups of books. To apply for these positions, please contact Karim Rouqui ([rouqi@fas.harvard.edu](mailto:rouqi@fas.harvard.edu)) with a resume and statement of interest listing any work in similar areas and/or concerning like or transferrable skills.

=====

As part of the library's Hidden Collections Project, an exciting opportunity is available for students to work on a collection of posters and ephemera of the Middle Eastern Division, Widener Library. These are hourly (starting at \$15) paid positions.

The students will assist in identifying, sorting, compiling, arranging, selecting, processing, and organizing the some 5,000 items that exist in the collection. The incumbent may also assist in the creation of basic metadata for parts of the collection. Other duties may be assigned. Fluency in Arabic required. Knowledge of Persian and/or familiarity with other Middle East languages is desirable. Requires strong attention to detail, commitment to a specific weekly schedule (minimum of 10 hours during the academic semesters with flexibility to work more hours during semester breaks), reliable attendance, and ability to work independently in a fast-paced environment. Prior experience working with Middle East library resources is useful.

The employee may regularly move or lift collections of posters. To apply for these positions, please contact Ali Boutaqaqanti ([boutaqm@fas.harvard.edu](mailto:boutaqm@fas.harvard.edu)) with a resume and statement of interest listing any work in similar areas and/or concerning like or transferrable skills.

=====

As part of the library's Hidden Collections Project, the Middle Eastern Division, Widener Library is seeking a student with a good working knowledge of Arabic to help with a project to sort, organize, and provide metadata for the personal libraries and papers of two noted Mahjar writers. This is an hourly (starting at \$15) paid position. Other duties may be assigned.

Requires strong attention to detail, commitment to a specific weekly schedule (minimum of 10 hours during the academic semesters with flexibility to work more hours during semester breaks), reliable attendance, and ability to work independently in a fast-paced environment. Prior experience working with Middle East library resources is useful.

To apply for these positions, please contact Nada Hussein ([nhussein@fas.harvard.edu](mailto:nhussein@fas.harvard.edu)) with a resume and statement of interest listing any work in similar areas and/or concerning like or transferrable skills.