

Shakti Punja Transcript Archives Assistant

This sevice creates archival versions of public talk transcripts and fulfills research requests for Shakti Punja, the Siddha Yoga archives. Activities include training and coordinating home sevites and handling administrative tasks.

Responsibilities include:

- Creates archival versions of current and archived transcripts, including proofing and transcribing as needed
- Processes and tracks research requests, conducts research, and communicates with requesters
- Trains and liaises with home sevites who transcribe and translate Hindi-language transcripts into English, including tracking and mailing
- Trains and coordinates home sevites who format English-language transcripts
- Handles administrative tasks for the transcript collection

Qualifications include:

- Sound copyediting skills; professional experience preferred
- Good research skills; professional experience preferred
- Familiarity with English transliteration of Hindi or Sanskrit preferred.
- Able to be diplomatic in verbal and written communication
- Proven ability to hold confidentiality
- Sound organizational skills
- Able to give meticulous attention to detail, ensuring exact recordkeeping and editorial consistency
- Good computer skills; familiar with Microsoft Word and Excel, and Windows Explorer
- Has English as first language, with knowledge of Hindi a plus

If you are interested in this seva role, please contact the Gurukula office at Gurukula@syda.org for a more complete seva description and an app