

Terms of Reference
Student Transcriptionist
Himalayan Centre for Environmental Humanities

Objectives of the Role

This position at HCEH provides an opportunity for individuals with strong language and transcription skills to contribute to ongoing research and documentation work. The Student Transcriptionist will play a vital role in accurately converting audio and video recordings into written format, supporting the center's multilingual research activities. This role is critical for maintaining high-quality documentation and contributing to knowledge production across several languages spoken in Bhutan.

Guidance and Supervision

The Student Transcriptionist will work under the overall supervision of the Director of Research and Development and the direct supervision of relevant project staff.

Description of Duties

The Student Transcriptionist is expected to:

- Transcribe audio and video recordings of interviews, discussions, and lectures accurately and in a timely manner
- Transcribe content in multiple languages, including Dzongkha, Tsangla, Lhotshamkha, and English, as applicable
- Assist in translation between the aforementioned languages where needed for research output
- Maintain confidentiality and ensure secure handling of all recordings and related materials
- Review transcripts for accuracy and completeness
- Organize and archive transcribed files systematically for easy retrieval
- Coordinate with the research team to clarify content where necessary
- Support with minor editing or formatting of transcriptions to meet research publication standards
- Participate in meetings and discussions when relevant to transcription tasks
- Carry out other related tasks as assigned by the Director or project staff

Competencies

- Proficiency in Dzongkha, Tsangla, Lhotshamkha, and English
- Commitment to aiming for accuracy and attention to detail in transcription work
- Ability to work independently with minimal supervision
- Organizational and time-management skills
- Demonstrated ability to work collaboratively as part of a team
- Commitment to maintaining confidentiality and data security
- Familiarity with research processes and academic integrity is an asset
- Willingness to learn and adapt to the needs of the research team