

Graduate Academic Assistant - BC Historical Newspapers

Hours Per Week	12	Wage	26.06/hr. + 4% in lieu of vacation pay
Number of Openings	1	Start Date	September, 1, 2024 (training starts early September)
Minimum commitment	2 terms (i.e., through April 30, 2025)	Application Review Starts	August 6, 2024
Send résumé to (N.B. no phone calls, no in-person application drop-offs)		Robert Stibravy <robert.stibravy@ubc.ca>	

The UBC Library Digitization Centre is a key part of the Library’s effort to adapt to the evolving needs of faculty and students and to support teaching, research and learning at UBC. Our goal is to create sustainable, world-class programs and processes to make the collections and research at UBC available to the world. **N.B. This is a 100% in-person position at the Library Digitization Centre, room 103, IKBLC.**

Job description

This project concerns the digitization of historical British Columbia newspapers from both hardcopy and microfilm sources. Local newspapers reflect the social and cultural life of their communities and thus remain vital information sources for community members and scholars alike. Enhancing access to this valuable information encourages the study of BC history and brings research material to historians across British Columbia and beyond. The BC Historical Newspapers project features digitized versions of historical papers from around the province. The titles, which range from the *Abbotsford Post* to the *Ymir Mirror*, cover dates from 1859 to 1997.

The student will digitize newspapers using a TTI scanner (hardcopy) and a flexScan (microfilm) and process them for web display using Photoshop. In addition, the student will create metadata for the newspaper issues. The student will upload these files and the metadata into our content management system, performing quality control checks at each step. The student will work independently as well as part of a team that is composed of both Library employees and other students under defined timelines, contributing material to the openly-accessible online resource <https://open.library.ubc.ca/collections/bcnewspapers>

Qualifications

- Working knowledge and experience with computers, scanning software and hardware
- Working knowledge and experience with word processing, spreadsheet, database software and graphics editing programs (MS Office, Photoshop preferred)
- Effective oral and written communication and organizational skills
- Accuracy and attention to detail
- Ability to follow and carry out instructions
- Ability to prioritize work and to meet deadlines
- Ability to work both independently and within a team environment
- Able to lift up to 20 lbs.