

# GAA – Digitization Assistant – General

<b>Hours Per Week</b>	10	<b>Wage</b>	26.06/hr. + 4% in lieu of vacation
<b>Number of Openings</b>	1 (N.B. This is a WorkLearn-funded position)	<b>Start Date</b>	September 1, 2024 (training starts early September)
<b>Minimum commitment</b>	2 terms (i.e., through April 30, 2025)	<b>Application Review Starts</b>	August 6, 2024
<b>Send cover letter and résumé to (N.B. no phone calls, no in-person application drop-offs)</b>		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 and beyond. 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

As part of the Digitization Centre at the UBC Library the Digitization Assistant – General will:

- Upload digitized files and metadata to the CONTENTdm content management system
- Convert existing files and metadata in the collection to updated formats
- Perform quality control checks on digital files and metadata
- Digitize photographs, documents and other materials from the Library’s collection using a variety of hardware
- Process digitized items so that they are suitable for web display and searching using the appropriate graphics editing (i.e., Photoshop) and OCR software
- Follow defined processes, standards and best practices in all activities
- Provide assistance for other students in the Centre (the Digitization Assistants - General represent a key position in the Centre due to the wide range of skills this position learns)

## Qualifications

The candidate should possess the following skills and knowledge:

- Working knowledge of, and experience with, computers, scanning software and hardware and general photographic principles preferred
- Working knowledge of, and experience with, word processing, spreadsheet, content management and graphics software (e.g. MS Office, CONTENTdm, 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.

To be a great fit for this position the candidate will need to be highly motivated, innately curious, a good team player and self-directed.