

Graduate Academic Assistant - Hawthorn Fly Fishing & Angling Collection

Hours Per Week	12	Wage	26.06/hr. + 4% in lieu of benefits
Number of Openings	1	Start Date	September 1, 2024 (training starts early September)
Minimum commitment	1 term (i.e. through December 31, 2024)	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 and 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

UBC Library has an outstanding fly fishing and angling collection with 2000+ titles. Approximately 500 titles are out of copyright, and the Library has digitized 62 of these titles in two previous projects. The goal of this project is to digitize 62 issues of *Fly Lines*, the magazine of the BC Federation of Fly Fishers (BCFFF), and to upload these to Open Collections along with 41 already-digitized issues from the BCFFF website.

The student hired for this project will digitize the magazines using the TTI copy system and perform quality control checks on the resulting digital files. Using Photoshop, the student will process the digitized items so that they are suitable for web display and downloading. The student will create metadata for these digital objects and upload them to the CONTENTdm digital asset management system for access on Open Collections. The student will follow defined processes and standards in all activities.

The student’s work will add to the online resource currently available on UBC Library’s Open Collections, <https://open.library.ubc.ca/collections/hawthorn>

Qualifications

- Working knowledge of, and experience with, computers, scanning software and hardware
- Working knowledge of, and experience with, word processing, spreadsheet and graphics editing programs (MS Office and Photoshop preferred)
- Working knowledge of, and experience with, digital asset management systems (CONTENTdm preferred)
- Outstanding 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.