

# GAA – Japanese Special Collection Digitization Project Phase Two

<b>Hours Per Week</b>	12	<b>Wage</b>	26.06/hr. + 4% in lieu of vacation
<b>Number of Openings</b>	1	<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

This project will digitize approximately 60 diverse Japanese rare titles from the holdings of Rare Books & Special Collections and add these to the existing Japanese Special Collection in Open Collections <<https://open.library.ubc.ca/collections/jsc>>. This project will build on the existing online collection with titles prioritized for research, teaching and learning purposes within the university and beyond, extending access to many unique items that have been previously unavailable online.

## 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.

While Japanese language skills are not a requirement of the position, proficiency in the language will be taken in to consideration.