Position Title: Library Digital Projects Assistant

Hourly Rate: $7.25

Department: Library

Supervisor: Joshua Hickman

Work Location: Library

Account Number: 01-40370-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☑ Yes □ No

Number of positions available: 1 - 3

Work Schedule

A student in this position can expect to work 1.5 - 3 hours per day, 3 - 9 hours per week.

The student will work ☑ Monday thru Friday □ Saturday □ Sunday □ any day of the week.

Hours are available during the following times of the day: 8:30 am - 5:00 pm.

Department/Position Overview

This position supports the work of the Digital Resources Librarian. Digital projects include electronic serials and database management, digital resource cataloging, and the creation of digital objects in support of the Beloit College Digital Collections. A student can establish a schedule with his or her supervisor. Students are expected to report to work on time. Students will assist in the creation of digital objects by scanning or photographing archival material, recording data about digitized items, enhancing images using image editing software, transcribing handwritten material, and performing other tasks as assigned.

More Detailed Information Available

http://www.beloit.edu/library/about/studentemployment/

Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☐ Work efficiently and accurately without immediate supervision

☑ Create and edit digital images of archival material in support of digital collection growth and maintenance using scanners, scanning software, digital single lens reflex (DSLR) cameras, and Photoshop

☑ Record metadata about digital objects using Excel spreadsheets
Transcribe handwritten archival material

Under direction of Archivist and Digital Resources Librarian, assist with preparation of materials to be digitized and upload files to digital collections server using digital asset management software

Other duties as assigned

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Microsoft Excel, scanning software
- Familiarity with specific equipment, listed here: scanners
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Interest in library science, museum studies, computer science, photography, or related field preferred