Digitization Student Assistant
Library / Special Collections

Fall 2021-Spring 2022

Duties/Responsibilities:
Assists the Digitization Specialist and other Special Collections staff with the digitization of photographs, print, audio, and video materials; metadata entry; maintains digital files according to established best practices; upload digital objects to web-based applications such as CONTENTdm, Vimeo, and the Library’s website.

Qualifications:
Basic familiarity with Adobe Photoshop and Acrobat, Google Workspace/Docs, and scanning software/hardware; ability to handle fragile Special Collections and archival material with care; ability to learn database management software (Filemaker, Alma-D); ability to use video and audio playback hardware (VHS players, audio tape players, turntables, etc.); familiarity with digital media formats. Attention to detail and a willingness to follow established digitization practices a must.

Start date: 09/13/2021
End date: 05/14/2021
Work Schedule: To be scheduled within the hours of 8AM-5PM, Monday-Friday
Hours Per Week: 4
Starting pay rate: $15

To apply, please submit student employment application to echartkoff@oxy.edu