<table>
<thead>
<tr>
<th>Student Job Details</th>
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<tbody>
<tr>
<td><strong>Team and/or Unit:</strong> Digitization and Digital Curation</td>
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<td><strong>Position Title:</strong> Still Imaging Graduate Assistant</td>
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<td><strong>Classification Level:</strong> 5</td>
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<td><strong>Available openings:</strong> 1</td>
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<td><strong>Specific time periods required, if any:</strong> at least two short shifts M-F in order to fulfill researcher requests on time; weekend work is possible on request</td>
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<td><strong>Work Schedule:</strong> Flexible (between 8 am and 5 pm)</td>
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**Responsibilities/Duties:**
- Scan and deliver digital still images of special collections materials on behalf of researchers
- Scan and deliver digital still images for library exhibitions
- Produce archival and production still image masters for long term preservation in digital repository
- Handle rare/unique materials with care during digitization process (training provided)
- Name and organize files to accord with arrangement of physical collection
- Verify public domain status of publications to be digitized by staff
- Prepare catalog records for publications to be digitized by staff
- Scan foldouts and inserts from books being photographed by digitization staff
- Consult with staff as needed concerning best practices in digitization and handling

**Requirements:**
- Prior experience working with special collections and archives materials
- High attention to detail
- High organizational skills
- Ability to learn and work with a variety of software applications related to digitization orders and projects
- Preferred: prior experience with flatbed or other scanning equipment

**Interviewer Name:** Kyle Fenton

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Kyle Fenton | **Date:** 3/20/18