# Request for New Student Assistant

**Team and/or Unit:** Digitization and Digital Curation  
**Position Title:** Still Imaging Graduate Assistant  
**Classification Level:** 5  
**Hourly Rate:** 11.50  
**Available openings:** 1  
**Hours per week:** 15 during semester; 30-35 over summer  
**Specific time periods required, if any:** at least two short shifts M-F in order to fulfill researcher requests on time; weekend work is possible on request  
**Work Schedule:** Flexible (between 8 am and 5 pm)

## 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:** 7/17/18