JOB TITLE: LIBR5 - Digitization Assistant

DEPARTMENT NAME: University of Victoria Libraries

CONTACT NAME: Kathy Mercer

JOB DESCRIPTION:

The digitization student assistant will work with the library’s digitization team to help to digitize and transcribe rare and unique text-based resources that might include books, journals, and manuscripts. The assistant will operate book scanners, process images, edit PDFs, organize and re-name files and folders, and transcribe hand-written content.

QUALIFICATIONS:

Strong English language skills including spelling and grammar are necessary, along with an eye for detail. Must be able to read comfortably from a computer screen. Previous experience with image editing in Adobe Photoshop would be desirable, along with data entry or transcription experience.

JOB LOCATION ON-CAMPUS: McPherson Library

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:

HOURS AVAILABLE: 49 hrs

HOW TO APPLY: Please send a cover letter and CV to Kathy Mercer (kmercer@uvic.ca) by September 21st, 2018.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php