POSITION VACANCY ANNOUNCEMENT

POSITION: Imaging Assistant (Thesis and Dissertation Scanning Project) – Library Assistant 2

DEPARTMENT: Digital Support Services

REPORTS TO: Digitization Workflow Supervisor

SALARY: Minimum hourly rate is $14.00 Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 512519

DEADLINE DATE: November 1, 2019 - applicants will be reviewed as received

PLEASE NOTE: The job location for this position is 4040 NE 49th Avenue (RTS Route 24).

JOB SUMMARY
The Imaging Assistant supports the Retrospective Thesis and Dissertation Scanning project The Imaging Assistant supports the expedited timeline for the digitization of print dissertations and theses by preparing material for digital imaging with a concentration on theses and dissertations via sheet-feed and Copibook scanning. The position also reviews digital images for completeness, inputs structural metadata, and follows departmental procedures for tracking materials throughout the digitization process. While the Imaging Assistant’s primary focus is on theses and dissertations, assisting with other digitization projects as needed is expected.

RESPONSIBILITIES
Performs digital reproduction
- Performs physical preparation of items for digitization;
- Reviews items to determine suitability for scanning and identifies items with condition issues that may impact digitization;
- Scans documents using a variety of digital scanners and cameras, with emphasis on theses and dissertations via the high speed sheet-feed scanner, Copibook scanners or cradle scanners;
- Names directories and files in accordance with departmental practices;
- Alerts supervisor to issues with scanning equipment or output;
- Follows departmental procedures for tracking status of projects;
- Rescans images as indicated by QC unit or retrospective thesis and dissertation scanning project team.

Performs Image Processing
- Utilizes Photoshop and LIMB software programs to perform image correction individually or in batches as necessary to correct scanning effects;
• Verifies file names and image order;
• Uses LIMB to create PDFs of digital images;
• Directs files to next step of processing;
• Notifies manager and project manager when projects are completed and assists in returning or withdrawing the physical materials, based on disposition criteria;

**Performs quality control and rescans materials**
• Provides quality control for digital images of theses and dissertations;
• Ensures thesis and dissertation records in the University of Florida Digital Collections have the appropriate rights management statement, aggregation code(s), wordmark(s), source institution code and holding institution code;
• Creates structural metadata and updates descriptive metadata for digital packages of theses and dissertations;
• Updates databases to account for any items removed from batch;

**Other Duties**
• Attends workshops and classes to improve skills or enhance knowledge needed for position;
• Serves on committees;
• Performs other duties as assigned.

**QUALIFICATIONS**

**Required:**
High school diploma or equivalent and two years of library or related clerical/customer service experience; or a bachelor’s degree

**Preferred:**
• Familiarity with digital scanners and digital cameras and associated software
• Experience using LIMB processing software
• Experience with Adobe Suite, including Acrobat, Bridge, and Photoshop
• Experience with Microsoft Access
• Experience with ALEPH and OCLC
• Ability to adhere to internal standards of work by applying a strong attention to detail
• Strong verbal and written communication skills
• Ability to work collaboratively to accomplish goals
• Flexibility, and ability to adapt and work in a rapidly changing production environment
• Knowledge of Windows OS computers and software
• Ability to maintain production levels and learn quickly
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is the state of Florida’s preeminent university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF is currently 8th among “Top Public Universities” in the U.S. News and World Report. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage.

*The Foundation for The Gator Nation*
An Equal Opportunity Institution
UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.

The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

DIGITAL SUPPORT SERVICES
The Digital Support Services (DSS) is among the largest capacity digitization facilities in the southeastern United States. The DSS develops, manages, and publishes digital content from curatorial collections, in support of academic programs, organizes conversion and ingest capabilities, facilitates awareness and coordinates instruction in scholarly use and development of digital technologies and their application to collection and publishing services.

The University of Florida Digital Collection (UFDC) is the set of digital collections hosted by UF, including the Digital Library of the Caribbean and the Caribbean Newspaper Digital Library (both are international collaboratives) as well as the State-wide Florida Digital Newspaper Library. For more information about the DLC and the UFDC, please visit http://www.digital.uflib.ufl.edu/.

GAINESVILLE COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. See how affordable Gainesville really is!

BENEFITS
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at http://hr.ufl.edu/benefits/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.
APPLICATION PROCESS
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by November 1, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 512519. Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@ufl.edu.

AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.