POSITION VACANCY ANNOUNCEMENT

POSITION: Imaging Assistant – Library Assistant 2 (2 positions)

DEPARTMENT: Digital Support Services

REPORTS TO: Digitization Workflow Supervisor

SALARY: $13.26 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 510566

DEADLINE DATE: April 12, 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 prepares newspapers, books and other materials for digital capture. The Imaging Assistant digitizes materials using a variety of equipment, processing of digital images, reviewing digital images for completeness, inputting structural metadata, and following departmental procedures for tracking materials throughout the digitization process. This requires the Imaging Assistant to be well organized and detail-oriented as this position handles a high volume of physical materials, as well as digital images.

RESPONSIBILITIES

Performs Digital Reproduction
• Performs physical preparation of materials (flattening, cutting, collating, etc.) as necessary for digitization;
• Scans documents using a variety of digital scanners and cameras, including Copibook scanners, Atiz Cradle Scanners, sheet feed scanners, flatbed scanners, slide scanners and dSLR cameras;
• 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;

Performs Image Processing
• Performs image correction individually or in batches as necessary to correct scanning effects, using Adobe Photoshop or LIMB;
• Verifies file names and image order;
• Directs files to next step of processing;
• Notifies Digitization Workflow Supervisor when projects are completed;
**Rescans**
- Rescans images as indicated by QC unit or Digitization Workflow Supervisor;
- Renames files as necessary;

**Other Duties**
- Maintains a course of relevant professional development and serves on committees as appointed.
- 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:*
- 1 year experience using Copibook scanners and other digital scanners and cameras
- 1 year experience using Adobe Creative Suite
- 1 year experience using LIMB processing software
- 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
- Basic computer skills and experience with Microsoft Word and Outlook

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 [Senator Paul Simon Award for Comprehensive Internationalization](http://www.ufl.edu). UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](http://www.ufl.edu). 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 at [http://www.ufl.edu](http://www.ufl.edu).

**UNIVERSITY OF FLORIDA LIBRARIES**
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the [George A. Smathers Libraries](http://www.ufl.edu) at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 million maps and images.
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. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

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/.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsized College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater 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 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by April 12, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 510566. 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@uflib.ufl.edu.
Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.

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.