JOB TITLE: Digitization Technician (student)

JOB SUMMARY: The Digitization Technician will scan archival materials for use in the Goucher College Digital Library (http://blogs.goucher.edu/digitallibrary/).

REPORTS TO: Director of Conservation and Preservation

DUTIES:

- Scan selected print materials using a flatbed scanner
- Capture 3-dimensional objects with overhead camera
- Create machine-readable PDFs of the scans
- Maintain spreadsheets of items scanned

SCHEDULE: Must be able to work a minimum of 2 hour shifts Monday – Friday 10 am - 4:30 pm

GENERAL SKILLS DESIRED:

- Experience using a scanner and scanning software
- Familiarity with Excel and Adobe Photoshop is not necessary but desirable
- Attention to detail an absolute must
- Ability to work independently

TRAINING WILL BE PROVIDED