The United Library
Technical Services Student Assistant: Digitization

Start Date: April 4th (brief training meeting to be scheduled end of March)
Summer availability preferred

The student will work regular shifts of 9-10 hours per week in a set schedule that is built around his/her classes and other academic commitments. Work shifts will fall between the hours of 8:30am and 4:30pm Monday through Friday. The student will work independently, but under the supervision of a library staff member.

**Student assistants may be asked to work on any or all of the following projects:**

- Digitization processing of special archival collections
- Some blog and website work as directed
- Other tasks as assigned

**Required skills:** Excruciating attention to detail, computer literacy, manual dexterity, ability to lift up to 15 lbs., data entry speed and accuracy, ability to follow directions and work independently. However, questions relating to procedures and task-related issues are expected and encouraged.

The Circulation and Public Services Librarian is the direct supervisor in regard to scheduling and payroll matters; student will work with other full-time library staff as directed. Requests for changes to the set schedule must be made via email to both the Public Services Librarian and the supervising staff member, preferably 48 hours in advance of the occasion. It is up to the student to make up the missed hours at a time amenable to the supervising staff member.