Scanning and Document Delivery Assistant
Information Delivery and Library Access
(Library Assistant II)

**This is a two year term appointment with the possibility of extension.**

The MIT Libraries is seeking a production- and service-oriented individual to contribute to digital imaging activities. This position provides the opportunity for using and developing technical and library skill sets related to imaging services, document delivery, and digital libraries and is an excellent opportunity to gain experience in a dynamic academic library setting.

RESPONSIBILITIES: Under the direction of the Imaging Supervisor, the Scanning and Document Delivery Assistant participates in all aspects of digital imaging activities for MIT theses or dissertations and slide or flat art materials. S/he receives, batches and tracks projects and uses applications such as Adobe Photoshop, Adobe Acrobat or PrimeOCR to perform image processing tasks. S/he prepares documents for scanning, converts documents to PDF or other output formats, and ensures quality control. Document preparation may include searching the library catalog, DSpace repository, or other online sources and identifying content requiring color scanning or additional image treatment. S/he follows established procedures to scan MIT Theses and Dissertations for distribution in MIT’s DSpace repository. The Assistant works closely with his/her supervisor and other staff members in meeting customer deadlines and production goals, and in maintaining quality standards for all scanning and document delivery activities. S/he works collaboratively on scanning projects of various sizes and may support fulfillment of document delivery or interlibrary loan requests by scanning articles or other materials held in the Libraries’ collections. As a member of the cost recovery Document Services unit, the Assistant will contribute to other activities and projects of the unit as required.

QUALIFICATIONS: Required: Two years direct/related experience that provides some understanding of scanning, image correction or library functions; post-high school education can count toward experience. Technical experience with digital imaging equipment and related Windows-based software applications such as Adobe Acrobat Professional, Adobe Photoshop and Microsoft Excel. Solid experience with standard computer software such as Windows or Mac OS. Demonstrated ability to mastering new software and systems. Evidence of strong organizational and time management skills; ability to meet deadlines, manage competing priorities and work with minimal supervision. Demonstrated initiative and ability to identify problems and carry out solutions. Aptitude for accurate and detail oriented work. Strong communication and interpersonal skills. Ability to work independently as well as part of a team, to be flexible and to succeed in a fast-past, rapidly-changing environment. Work requires tolerance for exposure to dust and ability to lift 40 lbs., to shelve and shift boxes of library materials, and push book trucks. Desired: Familiarity with digital imaging technologies and standards, including scanner technology, digitization workflow, imaging system troubleshooting, or image analysis and processing software. Experience in academic or research library environment and/or a customer service setting.

HOURS: 35 hours per week, Monday-Friday, between 8:00 a.m. and 6:00 p.m. Some flexibility in scheduling is possible.


MIT offers excellent benefits including a choice of health plans, a dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

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