



Digitization Associate (Technical Services - Knowledge Strategy and Access)

(AFSCME - Library Assistant III)

The MIT Libraries seek a production-oriented person to contribute to imaging activities for digitization. This position provides the opportunity for using and developing technical and library skill sets related to imaging services and digital libraries, and is an excellent opportunity to gain experience in a dynamic academic library setting. This position requires at least **2–3 days on site** per week following an initial **100% on-site** training period.

RESPONSIBILITIES:

Performs imaging of paper-based materials, converts documents to TIF or other output formats, utilizes OCR and image processing applications, ensures quality control, meets customer deadlines and production goals, and tracks projects as needed.

Digitization (90%):

- Work collaboratively with staff and vendors on digitization projects of various sizes and complexity.
- Follow best practices for imaging based on the condition of the material and the desired output. Consult as needed to determine appropriate approaches.
- Use multiple types of image capture software, along with various types of imaging hardware, to digitize materials.
- Utilize various applications to perform advanced image processing tasks and to create derivative files.
- Perform post-processing tasks such as cropping, embedding metadata and other tasks to prepare files for digital preservation.
- Handle quality control of both in-house and outsourced projects, verifying that all requirements are met.
- Troubleshoot problems with software and hardware used within the unit.
- Prepare and maintain spreadsheets and databases to track data for projects; produce reports and statistics.

Collaboration, Communication, and General Responsibilities (10%):

- Work closely with distinctive collections, conservation, and other staff across the MIT Libraries to ensure effective service, communication, and problem-solving.
- Participate in group processes to standardize, document, and maximize efficiencies in team workflows, to establish team goals, to collectively problem-solve, and to coordinate activities and projects.
- Seek out and participate in training and other professional development opportunities to increase and improve technical and other skills.
- Participate in the meetings, projects, initiatives, and events of the MIT Libraries, the department, and various teams.

QUALIFICATIONS:

Required

- High school diploma or equivalent.
- Minimum of two years of direct/related experience that provides an understanding of digital imaging, scanning, and working with cultural heritage materials.
- Technical experience with digital imaging equipment and related software, and an interest in and the affinity for learning, understanding, and effectively using new software, systems, and technologies.
- Aptitude for accurate, detailed, and quantitative work.
- Strong organizational, analytical, and problem-solving skills, including ability to identify problems and carry out solutions independently or in collaboration with others.
- Demonstrated ability to manage competing priorities and work with minimal supervision.
- Strong communication skills, both oral and written.
- Positive service attitude and excellent interpersonal skills with proven ability to work as an integral part of a service team and to interact effectively with a variety of people.
- Demonstrated ability to be flexible, navigate ambiguity, adapt to change and successfully work independently and collaboratively in a fast-paced, dynamic environment.
- Enthusiasm for embracing the empathy, courage, self-reflection, and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.
- Ability to lift **40 lbs.** and push/pull loaded carts up to **150 lbs.**, move boxes, bend, squat, and reach to shelve library materials, and tolerate exposure to dust.

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred:

- Post-secondary education.
- Robust understanding of digital imaging technologies and standards, including scanner technology, digitization workflows, imaging system troubleshooting, digital photography or image analysis and processing software.
- Experience in a library, higher education, or cultural heritage setting.

HOURS:

35 hours per week, M-F hours between 9:00am-6:00pm. Schedule to be determined - some flexibility in scheduling is possible

HOURLY RATE AND BENEFITS:

The pay range for this position is **\$24.14-\$41.28**. Actual hourly rate will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment, with budgeted resources to encourage continued learning and career growth.

August 2026

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-hr@mit.edu

APPLICATION PROCESS:

Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by August 31, 2026 position open until filled. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 140-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP:

This position is not eligible for visa sponsorship. MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.