Digitization Associate (Library Assistant III)

The MIT Libraries seek a production- and service-oriented person to contribute to digital imaging activities for project scanning. This position provides the opportunity for using and developing technical and library skills related to imaging services and digital libraries, and is an excellent opportunity to gain experience in a dynamic academic library setting. This is an exciting opportunity to work as part of a new program, Metadata and Digital Collection Services (MDCS).

RESPONSIBILITIES:
Under the direction of the Digital Imaging Manager, the Associate works collaboratively with staff within MDCS and across the Libraries, shares knowledge of digital imaging operations and applications, serves as a resource to staff, and, may coordinate the work of other staff. The Associate follows best practices for imaging based on the condition of the material and the desired output, while performing digitization of historical or rare, which require a high level of care, accuracy, and security. The Associate utilizes multiple types of imaging software such as Capture One Pro, Quickscan and Silverfast, along with various types of equipment to digitize materials; ex. automatic document feeder, slide/flatbed or digital camera systems; as well as applications such as Adobe Photoshop, Adobe Acrobat or PrimeOCR to perform advanced image processing. The Associate performs post processing tasks such as cropping, embedding metadata and other tasks to prepare files for digital preservation in addition to Quality Control of both inhouse and outsourced projects, verifying that all requirements are met. The Associate works with staff within and outside of MDCS to resolve complex problems, works with vendors to facilitate repairs, writes and maintains procedural documentation, and troubleshoots problems with software and hardware used within the unit. The Associate works closely with their supervisor and other staff members to meet customer deadlines and production goals, while maintaining MIT Libraries’ quality standards for all scanning activities.

QUALIFICATIONS: Required - Two years direct/related experience; post high school education can count toward experience, which provides understanding of scanning, image correction. Technical experience with digital imaging equipment (especially digital cameras) and related Windows-based and Mac OS software applications such as Adobe Acrobat Professional, Adobe Photoshop, Microsoft Excel and Filemaker Pro. Interest and affinity for learning, understanding and effectively using new software and technology. 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 verbal 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 initiative and flexibility for successfully adapting and working creatively in a dynamic environment. Preferred - Familiarity with digital imaging technologies and standards, including scanner technology, digitization workflow, imaging system troubleshooting, digital photography or image analysis and processing software. Experience in library, higher education and/or a customer service environment. Experience with Capture One Pro imaging software.
HOURS: 35 hours per week, M-F, between 8:00 a.m. - 6:00 p.m. Some flexibility in scheduling is possible.

HOURLY RATE AND BENEFITS: $21/hour minimum; actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

APPLICATION PROCESS: Apply online at: http://careers.mit.edu/; applications must include cover letter and resume. Priority will be given to applications received by October 29, 2018; position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply.