

Position Description – Digitization Student Worker

The Digital Collections and Initiatives Digitization student is a member of the Digital Collections and Initiatives Department. The Digitization student will digitize archival materials for access and preservation, and learn best practices, workflows, and principles of archival digitization work. The Digitization student serves under the primary supervision of the DCI Department Head and will also work with the staff of the DCI Department.

Responsibilities

1. Scan archival print materials with a primary focus on the correspondence of the newly acquired Weil Papers. Digitization training will be provided, and equipment will include a flatbed scanner, and possibly other digitization equipment
2. Learn how to process images using Adobe Photoshop
3. Assist in describing original materials using keywords and controlled vocabulary
4. Assist in creating records in Excel and CONTENTdm

Qualifications

Required

1. Demonstrated ability to adapt and learn to use computer technology and hardware.
2. Accuracy of work and strong attention to detail.
3. Dependability, a sense of responsibility.

Desired

1. Strong computer skills, including familiarity with digital imaging.
2. Familiarity with Adobe Photoshop and Microsoft Excel highly desirable.
3. Interest in UWM history, foreign languages, and archival science is a plus.
4. Interest in metadata, digital collections, and/or archives.

Work Environment

The intern must be able to sit at the computer desk for extended periods (1-6 hours) using a keyboard and a mouse and focus on detail-oriented tasks, such as image editing or data entry. Food and drink are not permitted while working with archival materials. Breaks are encouraged.

Equipment

Personal computer, film scanner, flatbed scanner, and overhead scanner.

Software

Microsoft Word, Microsoft Excel, Adobe Photoshop, Wordpress, and CONTENTdm.

Terms of Internship

The internship will last at least 6 months, beginning November 2022. The intern is expected to work 10-15 hours a week. The hours can be scheduled between 8:30 am to 5:00 pm, Monday through Friday.

Consideration of candidates will continue until a suitable candidate is found sooner. Please apply at the UWM Personnel Department, online to Kim Wesley, ksriedl@uwm.edu, or to the mailing address below.

Return the completed application (available at <http://uwm.edu/libraries/personnel/>), resume and transcript to:

Amanda Klug
Head of Personnel
UWM Libraries Personnel Department
University of Wisconsin-Milwaukee
P.O. Box 604
Milwaukee, WI 53201
414-229-6201
kinaed2@uwm.edu

You may bring your application materials to the UWM Libraries Personnel Office, W120, Golda Meir Library. For questions about the process, please contact the Personnel Office.