Position Description – Digitization Intern

The Digital Collections and Initiatives intern is a graduate student member of the Digital Collections and Initiatives Department. The intent of an internship in DCI is to introduce the graduate student to all aspects of creating digital collections, including the selection of materials, scanning, image processing, description of materials, and indexing. The intern has a chance to develop skills with a variety of applications used in the process of creating a digital collection (such as Photoshop and CONTENTdm). The intern serves under the primary supervision of the DCI Department Head, and will also work with the staff of the DCI Department.

Responsibilities
1. Learn how to scan photographic negatives, slides, and a variety of print (and possibly audio-visual) materials using a film scanner, an overhead scanner, 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 Access or Excel highly desirable.
3. Familiarity with internet and web technologies, such as Wordpress, basic understanding of HTML and CSS.
4. Interest in Metadata, Organization of Information, 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.

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 12 months, beginning in May 2019. The intern is expected to work 10-20 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, ksrriedl@uwm.edu, or to the mailing address below.

Return the completed application (available at [http://uwm.edu/libraries/personnel/](http://uwm.edu/libraries/personnel/), resume and transcript, and documentation of acceptance into the UWM SOIS Master’s degree program to:

Kim Wesley  
Head of Personnel  
UWM Libraries Personnel Department  
University of Wisconsin-Milwaukee  
P.O. Box 604  
Milwaukee, WI 53201  
414-229-6201  
ksriedl@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.