**Job Details**

Fields in red and with asterisk (\*) are required.

**Academic Year: 2023-2024**

**\*Employer:** Ellis Library

**\*Department:** Ellis Library Digital Initiatives

**\*Work-Study Contact Person:**

**\*Total Jobs Available:** 1

**\*Class Level:**



**\*Supervisor Name** (Name of person who will sign timesheets.):

**\*Supervisor Email:**

**\*Supervisor Phone:**

**\*Physical Job Location:**

**\*On/Off Campus:**

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Minimum Wage:** | **\* Maximum Wage:** | **\* Minimum Hrs/Wk:** | **\* Maximum Hrs/Wk:** |
| **$**  | **$**  |  |  |
| Current state minimum wage is $12.00 |  |  |  |

**\* Job Description:** (Maximum 2000 Characters)

* The person in this position will assist with the digitization, post-processing, and quality control of library and archival materials and providing assistance with submitting content to MU Digital Libraries and repositories. This is a great opportunity to work closely with special and archival collection materials and digital technology and may be of interest to those considering a career in special collections, archives, or museums.

Specific Duties Include:

* Evaluation and documentation of the condition of documents to be digitized
* Digitizing books and other documents
* Basic editing of digital images using Photoshop
* Maintaining documentation to show work accomplished
* Care and handling of rare and fragile objects and documents

**\* Application Procedures:** (Maximum 2000 Characters)

**Preferred College Major(s): N/A**

**Essential Qualifications**(Skills needed to perform the job.)

* Ability to operate copiers and scanners
* Ability to stand at a scanner for 2-3 hours at a time
* Ability to perform computer data entry or word processing, including Excel and Notepad
* Ability to perform detailed work with a high rate of accuracy
* Ability to evaluate and improve the quality of digital images
* Ability to work independently and with others

**Preferred Qualifications**(Skills desired, but not required.)

* Familiarity with Photoshop
* Experience using photocopiers or scanners

Please send resume to supervisor’s email address.

**\*Skills Acquired** (Skills the student will learn. Click on skill for definition and sample behaviors.)

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|  [Critical Thinking](https://career.missouri.edu/career-readiness/#:~:text=with%20assigned%20tasks.-,Critical%20Thinking,-Identify%20and%20respond) |
| [Communications](https://career.missouri.edu/career-readiness/#:~:text=support%20one%E2%80%99s%20career.-,Communication,-Clearly%20and%20effectively) |
|  [Teamwork](https://career.missouri.edu/career-readiness/#:~:text=a%20good%20job.-,Teamwork,-Build%20and%20maintain) |
|  [Technology](https://career.missouri.edu/career-readiness/#:~:text=team%20members/coworkers.-,Technology,-Understand%20and%20leverage) |
|  [Leadership](https://career.missouri.edu/career-readiness/#:~:text=NACE%20sample%20behaviors.-,Leadership,-Recognize%20and%20capitalize) |
|  [Professionalism](https://career.missouri.edu/career-readiness/#:~:text=and%20evaluate%20projects.-,Professionalism,-Knowing%20work%20environments) |
|  [Career & Self Development](https://career.missouri.edu/career-readiness/#:~:text=Technology-,Career%20%26%20Self%2DDevelopment,-Proactively%20develop%20oneself) |
|  [Equity & Inclusion](https://career.missouri.edu/career-readiness/#:~:text=fast%2Dpaced%20environment.-,Equity%20%26%20Inclusion,-Demonstrate%20the%20awareness) |

**Additional Preferences/Requirements**

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| **Interview Required** |        |
| **Organize Things** |        |
| **Remote Work Possible** |        |

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| **Resume Required** |        |
| **Teach/Train Others** |        |
| **Telework Possible** |        |

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| **Training Provided** |          |
| **Transportation Required** |          |
| **Work With People** |        |

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