

OPS - Caribbean Imaging Project Assistant

Digital Support Services

Location and Hours:

- Please be aware this position is not located on the main campus. The job location for this position is at: 4040 NE 49th Avenue (RTS – Job Corps Route 24)
- Hours are to be worked Monday-Friday between 8 am and 5 pm.

Pay Rate: \$15.00

Desired Hours: Time limited through August 15, 2024. Up to 40 hours per week.

Job Description

The Caribbean Imaging Project Assistant position is a full-time, time-limited position, responsible for the digitization of magazines and other periodicals from the Caribbean. The Project Assistant performs all tasks associated with record creation, digitizing, image processing and quality control of materials, using a variety of equipment. Additionally, the Project Assistant provides regular tracking reports to the supervisor and the department on the progress of the project.

Duties and Responsibilities:

- Organizes and creates an inventory of material to be digitized
- Creates issue level records in the UF Digital Collections
- Images source materials using CopiBook scanners and other hardware
- Performs image correction individually or in batches using Adobe Photoshop and other software
- Monitors work flow history using department database
- Ability to keep track of electronic files through a number of workflow phases
- Performs quality control on files to assure image consistency, pagination and sectioning and other work as assigned within the Imaging Unit
- Other tasks as needed

Minimum Qualifications

- Flexibility and ability to adapt and work in a rapidly changing production environment
- Strong computer skills and demonstrated ability to work accurately in detail-oriented, busy production environment
- Ability to follow both written and spoken instructions and procedures
- Ability to communicate effectively

Preferred Qualifications

- Excellent organizational skills
- Familiarity with Adobe Photoshop and Microsoft Office Suite
- Ability to set and follow a written schedule
- Ability to work independently, once trained
- Ability to lift 20 pound boxes

Apply at: <https://explore.jobs.ufl.edu/en-us/job/530945/ops-caribbean-imaging-project-assistant>