

OPS-Imaging Assistant

Apply Here: <https://explore.jobs.ufl.edu/en-us/job/539478/opsimaging-assistant>

Job Description

The Retrospective Theses and Dissertations Imaging Assistant is a time-limited position, responsible for various aspects of the workflow ranging from shipping and receiving to disbinding and facilitating the delivery of book batches for scanning. This role involves tasks such as print quality control, batch assembly, scanning, and image processing. Additionally, the Imaging Assistant provides regular tracking reports to the supervisor and the department on the progress of the project.

Duties and Responsibilities:

- Conduct visual inspections of materials to identify any printing defects or issues that could affect scanning quality.
- Assemble and organize batches of books for scanning, ensuring they are ready for the digitization process.
- Image source materials using CopiBook scanners and other hardware.
- Perform image correction individually or in batches using Adobe Photoshop and other software.

Minimum Qualifications

- High school diploma
- Flexibility and ability to adapt and work in a rapidly changing production environment.
- Strong computer skills and demonstrated ability to work accurately in a detail-oriented, busy production environment.
- Ability to follow both written and spoken instructions and procedures.
- Ability to communicate effectively.
- Ability to keep track of physical items and electronic files through several workflow phases.

Preferred Qualifications

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

Pay Rate: \$15.00

Desired Hours: Time-limited (one year), up to 20 hours per week

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
- Hours are to be worked Monday-Friday between 8 am and 5 pm.

In order to be considered, you must upload your cover letter and resume.