

Senior Library Assistant Digital Initiatives Tufts University

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Posted Jan. 13, 2025, set to expire Dec. 31, 2025

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| Job Title | Senior Library Assistant Digital Initiatives |
| Department | Resource Management and Repository Services Department |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Jan. 13, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Library |
| Job Website | https://jobs.tufts.edu/jobs/21286?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Resource Management and Repository Services Department provides support for the creation, management, and preservation of scholarship. The department cultivates teamwork and collaborative relationships within and outside Tisch Library to provide resources and services for Tufts University.

What You'll Do

Reporting to the Head of Digital Initiatives, the Senior Library Assistant for digital initiatives is part of a collaborative team that provides digital library services to Tufts University. This position is responsible for managing Tisch Library's digitization program, supervising the student digitization assistant position, and performing quality control and workflow procedures for digitized materials. The Library

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Assistant is responsible for creating and maintaining digital items, collections, and metadata added to the institutional repository. This position will also work on special projects and ongoing initiatives to incorporate automation and AI tools into the department's workflows.

Essential Functions:

- Manage Tisch Library's digitization program by training and supervising students creating preservation-quality digital surrogates of collection materials
- Assess quality control on digitized materials, digitize select collections materials requiring special attention, and provide digitization guidance through consultations
- Assist in creating, maintaining, and enhancing metadata for digital resources cataloged for the Tufts institutional repository
- Provide original descriptive metadata for Tufts theses and dissertations
- Assist with special projects as assigned
- Supervise Student Digitization Assistant

What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree
- At least 2 years' experience working in a library, archives, museum, or cultural heritage organization setting
- Digitization experience; familiarity with basic principles of photography, editing software like Adobe Photoshop and Lightroom, and interest in learning more
- Knowledge of basic cataloging standards and concepts with ability to apply them to specific materials

Preferred Qualifications:

- Experience using specific metadata standards, such as MARC, MODS, Dublin Core, and/or markup languages, such as HTML, XML, Markdown
- Experience with Alma integrated library management system
- Experience with command line tools, scripting languages like Python, and other related technical skills
- Knowledge of a foreign language
- Supervisory experience



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Special Work Schedule Requirements:

This is a hybrid role that is expected to be on campus at least 2-3 days each week.

Pay Range

Minimum \$24.30, Midpoint \$28.90, Maximum \$33.50

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact