

Digitization & Reference Specialist (6759U) Job 79121 -
Environmental Design Archives (EDA) within the College
of Environmental Design (CED)
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259332>

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Posted: Jul. 16, 2025, set to expire Nov. 1, 2025

Job Title Digitization & Reference Specialist (6759U) Job
79121 - Environmental Design Archives (EDA) within
the College of Environmental Design (CED)

Department Environmental Design Archives

Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 16, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Research/Technical/Laboratory
Library
Information Technology

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Job Description

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within the College of Environmental Design (CED)**

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff. Posted Jul. 16, 2025, set to expire Nov. 1, 2025

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

****50% Part-Time, Career Appointment****

The Environmental Design Archives (EDA) is research facility within the College of Environmental Design at the University of California, Berkeley committed to raising awareness of the design heritage of Northern California and beyond, through collecting, preserving, and providing access to primary records of the built and designed environment. The work of many San Francisco Bay region's historically significant architects, landscape architects, planners, and designers are represented in the EDA's collections of more than 200 individuals and firms. These collections contain drawings, plans, specifications, photographs, audiotapes, personal papers, business records, furniture, art, models, and artifacts.

The Digitization & Reference Specialist manages all reference and research services for the Environmental Design Archives, working closely with researchers such as architects, faculty, students, staff, the architectural community, publishers, and the general public to access the EDA's collections. The incumbent provides researcher instruction, enforces archival security procedures, and responds to email and correspondence. Provides bibliographic instruction related to the use of finding aids, the Online Archive of California, and other bibliographic databases, with understanding of research methods and the use of primary sources.

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This role also produces high resolution digital capture images from a range of sources to very exacting standards, consistently and productively for archival retention, publication, and scholarly study. The D & R Specialist manages digitization workflows for scanning and conversion of archival information resources, ensures proper file management including loading digital objects and metadata into the Archives' digital asset management systems, transferring files to and from local and external drives, and to and from servers for preservation and access and regular back-up of digitized items.

Application Review Date

The First Review Date for this job is: July 4, 2025 - Open Until Filled

Responsibilities

45% Digitization: Uses various types of equipment to create digital images of archival materials including; DSLR cameras, medium format camera, flatbed, negative, and slide scanners. Works with a wide variety of image capture technologies, formats, networks and computer hardware and software. Performing quality control and process files to create master TIFFS, derivative image files, and readable PDFs. Provides quality assurance and quality control for digitized output, metadata input and ingest.

35% Reference: Provides advanced services to patrons using the archives' finding aids and resources in a variety of formats. Provides bibliographic instruction related to the use of finding aids, the Online Archive of California, and other bibliographic databases, with understanding of research methods and the use of primary sources. Provides researcher instruction, enforces security procedures, and responds to researcher correspondence. Orients researchers to use of collections and special handling procedures.

10%- Creates digital image metadata according to accepted standards and initiates and manages contributions of digital images to online research portals.

5% - Record keeping including: maintaining digitization job system and digitization statistics, including number of requests and fulfillment rate for program assessment.

5% - Ensures intellectual property concerns relating to the use of collections are addressed within established legal and policy frameworks; promotes open access to archival materials.

Required Qualifications

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- Experience in the use of digitization technologies, including digital cameras; flatbed, film and feed scanners; OCR, and image editing software; file formats and standards.
- Demonstrated knowledge of current standards of reference services, archival, cataloging, and preservation practices.
- Understanding image capture production methods and equipment and the ability to use this information to troubleshoot systems.
- Experience with digital assets management systems and collections management systems.
- Demonstrated ability to work effectively in a fast-paced work environment and excellent organizational skills, including the ability to prioritize work and complete assignments independently as well as in a team environment and the ability to monitor multiple projects simultaneously keeping track of the workflows and requirements for each project.

Preferred Qualifications

- Knowledge of research procedures using primary resources.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$35.51 - \$37.14.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make

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employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

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

Contact

N/A

University of California, Berkeley

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