

Digitization Specialist (7397U), Library Administration -
67732
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234681>

Downloaded On: May. 16, 2024 12:57am

Posted Apr. 15, 2024, set to expire Jun. 30, 2024

Job Title Digitization Specialist (7397U), Library
Administration - 67732

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 15, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library
Information Technology

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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

The Library Information Technology (Library IT) Department, a department within the UC Berkeley Library, is charged with the design, development, management, and maintenance of flexible and reliable technology environments for the Library, specifically: the development and management of digital collections and services and their associated digital discovery and access platforms; creation of digital content; digital preservation tools; the development of a fully accessible and responsive library web presence that applies user experience principles and strategies; the development and support of server-based technologies for the delivery of library services; the maintenance of library management and discovery systems; the management of the library's computing services including desktop support, software, and library labs for library staff and public; and the development and delivery of frameworks and applications to support collaborative storage, delivery, and preservation of information resources. The digital and library technology applications and collections developed and managed by Library IT are research vehicles that are used by library patrons ranging from UC Berkeley faculty, students, and

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staff, other institutions' faculty and graduate students, and the general public.

Application Review Date

The First Review Date for this job is: Friday, April 26, 2024

Responsibilities

Digitization:

- Digitize bound volumes, oversize items, film/transparencies, rare materials, and other print formats in a large-scale high-volume program while following Library image capture guidelines.
- Use a variety of software to process images, including Capture One, Adobe Bridge, Adobe Lightroom, etc.
- Handle rare and fragile originals in production for Library high volume digitization program to prevent damage.
- Participate in other tasks or activities needed for the achievement of departmental goals and other duties as assigned.

Quality Control & Workflows:

- Organize and inspect captured image files and transfer files to Library servers for preservation, publishing, and access.
- Perform quality control, image enhancement, and image correction after digitization using a variety of software
- Collaborate with other staff in the unit to produce training materials and improve workflows.
- Manage the items through the various stages of production, making sure items are moving through smoothly and nothing is missed.
- Participate in analyzing workflows and procedures, evaluating the quality and quantity of work produced, and recommend changes to improve functions.
- Assist Library Imaging Services Student Supervisor in providing support, guidance, and training for student employees.

Communication:

- Track timing and work being performed to ensure deadlines are met.

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- Coordinate material handoff as project progresses with stakeholders.
- Report project related changes and issues, including timing changes, to stakeholders.
- Work with Library Imaging Services team to update documentation and training materials as needed

Equipment & Vendor management:

- Perform regular maintenance on various pieces of digitization equipment, e.g. sheetfeed scanners, cameras, lights, etc.
- Contact external vendors to arrange for and coordinate onsite maintenance.
- Work closely with the Head of Library Imaging Services to determine what issues need to be escalated.
- Coordinate with vendor and head of Library Imaging Services on maintenance contracts to submit to Head of Library IT to pay.
- Help with equipment and supply ordering as needed.

Required Qualifications

- Strong computer skills and demonstrated ability for learning new technology and required software required.
- Ability to communicate effectively both verbally and in writing in an open, complex, work environment.
- Ability to understand and follow oral and written directions.
- Ability to monitor project workflow on multiple projects simultaneously from commencement to completion.
- Sound judgment to identify and report problems to supervisor and contribute to resolving them.
- Self-motivated with ability to work independently or as part of a team, meet deadlines, and demonstrate problem solving skills.
- Strong attention to detail and very good organizational skills.
- Excellent fine-motor coordination, e.g., to handle fragile paper-based originals.
- Ability to do repetitive tasks keeping to exacting imaging standards.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

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Preferred Qualifications

- Demonstrated ability to work effectively and collaboratively with a diverse staff and campus community, and foster inclusivity and equity among students and staff.
- Experience working with, or in, a cultural heritage digitization unit or higher education environment.
- Familiarity with digital photography, file formats, capture resolution, and color management, including the Federal Agencies Digital Guidelines Initiative (FADGI).
- Knowledge of quality control processes.
- Experience working in Google Docs and Google sheets environment.
- Experience using Adobe Creative Cloud: Lightroom, Bridge, and Photoshop.
- Understanding of image capture production methods and equipment and ability to use this information to troubleshoot systems.
- Knowledge of Alma or another integrated library system.
- Experience handling library or archival materials.
- Knowledge of Cultural Heritage digitization workflows and standards.

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 \$28.30 - \$31.61.

- This is a 100%, full-time (40 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

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How to Apply

To apply, please submit your resume and cover letter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

Contact Information

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

Contact

N/A

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