

# Digital Collections Student Worker

The Digital Collections Team at the University at Buffalo Libraries is seeking to hire one student to assist with digitization and metadata duties.

## Responsibilities

- Scanning and digitally photographing items for inclusion in University at Buffalo Libraries digital collections.
- Metadata work (DublinCore, LCSH, etc.) for various digital collections in Omeka.
- Complete special projects as assigned.

## Application Process

You must be registered for classes and possess a social security number to work as a student assistant. To apply for this position, please submit a cover letter explaining why you would like to work for the University Libraries along with your resume to Molly Poremski at ([poremski@buffalo.edu](mailto:poremski@buffalo.edu)).

## Qualifications

- Accurate, attentive to detail and organized.
- Familiarity with computers, word processing, Adobe Photoshop, and MS Excel.
- Ability to work both as a member of a team and independently.
- Ability to lift up to 25 pounds.

## Preferred

- Ability to work for more than one semester.
- Availability to work over the summer.
- Enrolled in the Department of Library and Information Studies.

## Pay

**\$10.75 per hour.** Hours are between 10 and 20 per week.