

Student Worker – Alabama Department of Archives and History

Digital Assets Section – Digitization Clerk Job Description

Three student worker positions available October 2016, 20 hours per week for six months.

Pay Range:

\$8.50 per hour for undergraduate students

\$10.00 per hour for graduate students

Duties:

- Digitizing volumes of Alabama legislative acts (1903 to 1999)
- Creating descriptive metadata for each book
- Preparing the digital files and descriptions for upload to the ADAH digital collections

Qualifications:

- Attention to detail and ability to carefully handle materials that may be of historical value
- Ability to perform repetitive tasks
- Competency in typing
- Preferred but not required: experience with scanning, Photoshop, Adobe Acrobat, and Excel

Clarifications:

- Students must be currently enrolled to be eligible for the ADAH student contract
- Hours available to work will be Monday through Friday, 8:30 to 4:30
- Positions will run from October 2016 through March 2017 (a total of 480 hours each)

Submit completed ADAH Student application form to Sarah McQueen at sarah.mcqueen@archives.alabama.gov or call Meredith McDonough 334-353-5442 for more information.



STUDENT WORKER POSITION

AVAILABLE 2016-2017 SCHOOL YEAR