



University of Massachusetts Dartmouth
Visual Resource Center
Student Position
Job Posting

Digital Assistant

Hours: minimum of six hours per week

Salary: a minimum of 8.00 per hour (based on experience)

Student Position Description

Visual Resource Collection is looking for graduate and undergraduate students to assist with the transformation of slide collections to digital.

Duties includes but not limited to: Digital production of analog image content for classroom instruction and presentation, data entry, participation in daily office tasks, filing, photocopying, providing access to slide and digital collections, and assist faculty and students with VRC's resources and services.

Qualifications

Willing to train; no previous experience is necessary. However, experience in an office environment, library, or related field is useful. Experience with word processing, data entry, familiarity with photo editing and scanning applications is helpful. The position requires commitment, patience, diligence, attention to detail, ability to work independently, willingness to learn, and to serve the public.

Questions

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