APPENDIX F
DRAFT POSITION DESCRIPTIONS

Position Description for Support Specialist for Digital Newspaper Project
Academic Support PBB, Educational Specialist, , position number ######T,
UHM Library Services, (Manoa), temporary, general funds, available ##/##.

DUTIES: Under the direction of the Head of Desktop Network Services, Specialist, provides
support for National Digital Newspaper Project digitization initiative..

RESPONSIBILITIES:
• Oversees the project’s daily production
• Prepares test plans and documentation.
• Reviews metadata for accuracy
• Liaises with the microfilm storage and reproduction vendor(s)
• Supervises second-generation microfilm quality control, and manage shipments of
  microfilm to the digitization/text-conversion vendor.
• Perform quality control on the digital images and the metadata returned from the vendor.
• Review images and associated metadata returned from the vendor to ensure product
  meets project specifications.
• Prepares, monitors, and documents project schedules.
• In collaboration with Project Director and Coordinator, prepares project reports. Create
  web site(s) that document policies and procedures
• Works with a librarian/IT team on a variety of applications which support a broad array of
  services.

FUNCTIONS
• Responsible for receiving, tracking, and returning materials
• Accurately collates materials, correctly targets missing or incorrectly paginated
  items and, as possible, acquires copies of missing items in a timely fashion;
• Coordinates workflow
• Sets workable goals and timetables
• Provides preliminary inspection of images and imaging metadata
• Learns operations of new equipment and software as appropriate
• Monitors professional discussion lists and participates in professional meetings for digital
  library services – in particular, monitors ImageLib (listserv); DigiNews, D-Lib and related
  print and electronic publications

MINIMUM QUALIFICATIONS: Possession of a baccalaureate degree in information technology,
library or archive related program and 2 year(s) of progressively responsible professional
experience with responsibilities for information technology projects of a similar nature to the
responsibilities and required abilities of this position and relevant experience in a library or
archive; or equivalent education/training or experience.

• Considerable working knowledge of principles, practices and techniques in the support
  and application of digital newspaper projects and microfilm management as
demonstrated by the broad knowledge of the full range of pertinent standard and
evolving concepts, principles and methodologies.
• Demonstrated ability to resolve wide ranging complex problems through the use of
  creative reasoning and logic to accurately determine the cause of the problems and the
  resolution of the problems in an effective, innovative and timely manner.
• Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
• Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
• Demonstrated ability to operate a personal computer and word processing software.
• Demonstrated ability to learn new application packages and skills quickly, make connections, integrate disparate data.
• Demonstrated ability to independently recognize and determine underlying and/or related issues when problem solving and resolve complex hardware & software configuration and functionality issues.
• Demonstrated ability to prioritize tasks responsibly and document decisions and procedures.

Desirable qualifications:
• Exposure to newspaper or other text digitization projects.
• Knowledge of microfilm management issues.
• Knowledge of one or more of the following: Apache, PHP, XML.
• Experience with systems that use cataloging and/or metadata description.
• Experience with non-MARC metadata schema, standards, best practices, and their application (e.g., Dublin Core, METS, OAI).
• Knowledge of MARC bibliographic format(s).
• Experience working in an academic library and/or in a collaborative environment in an institution of higher education or similar organization.

Designated New Hire Rate: PPB, $#,###/mo.

Position Title: Graduate Research Assistant
Pay Rate: $17.20
Qualifications: Bachelor’s degree with major coursework in Hawaiian or American history, sociology, political science or other relevant field. One or more advanced courses leading to advanced degree in a relevant field of study. Experience in historical research with primary and secondary documents. Knowledge of research methodologies and techniques. Knowledge of or work experience in library special collections, research center, or archive. Experience with scanning and converting documents to PDF format. Experience working with databases in conjunction with websites. Strong writing and organizational skills. Working knowledge of MS Office programs (Word, Excel, PowerPoint); experience with manuscript writing for publication.

Duties: Assist staff on a National Endowment for the Humanities National Digital Newspaper Program (NDNP) project. Specific duties include developing original research from primary and secondary sources relevant to project newspapers; performing bibliographic research.

Work Schedule: Variable, weekdays, evenings, weekends.
Minimum Hours: 15
Maximum Hours: 20
Job Affiliation: University of Hawaii – Manoa

54