

**RHODES UNIVERSITY**

Grahamstown • 6140 • South Africa

<b>JOB TITLE</b>	Digitisation Assistant	<b>GRADE</b>	8
<b>POSITION CODE</b>	50000028	<b>OFO CODE</b>	
<b>DIVISION</b>	Library Services Division Technical Services Section	<b>INCUMBENT</b>	Vacant
<b>SUPERVISOR/MANAGER</b>	Digitisation Technician	<b>JOB TYPE (ACADEMIC/SUPPORT)</b>	Support
<b>PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)</b>	Academic	<b>FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)</b>	Full-time
<b>COUNCIL FUNDED POST OR OUTSIDE FUNDED</b>	Council	<b>DATE APPROVED</b>	11 November 2022 (SR)

**MAIN JOB OBJECTIVE/S**

To prepare and digitise materials contributing to the growth of the Rhodes Digital Commons.

<b>DESCRIPTION OF KEY RESPONSIBILITY AREAS</b>	<b>KEY PERFORMANCE INDICATORS</b>
<b>PREPARATION AND DIGITISATION OF MATERIALS - 70%</b>	<ul style="list-style-type: none"> <li>Sorting and preparation of materials for scanning.</li> <li>Identify and use relevant hardware (flat-bed, multi-feeder and/or book-reader) based on quantity and nature of analogue formats to be scanned.</li> <li>Scanning of print-based materials as per digitization projects.</li> <li>Scanning donor contracts.</li> <li>Correcting and collating scanned images into required digital object formats.</li> <li>Record-keeping and providing statistics for digitisation project progress reports.</li> </ul>
<b>OPTICAL CHARACTER RECOGNITION - 15%</b>	<ul style="list-style-type: none"> <li>Verifying text using the OCR software to ensure technical compliance for optimal retrieval and text discoverability.</li> </ul>

<b>COLLECTION MANAGEMENT - 10%</b>	<ul style="list-style-type: none"> <li>Preparing selected items for discard, namely stamping and preparing for discard.</li> <li>Assist with shelf management</li> </ul>
<b>SECONDARY ROLES - 5%</b>	<ul style="list-style-type: none"> <li>Being available to work a schedule that includes evening and weekend shifts during University terms in order to manage the Library &amp; to provide a basic information service in the absence of other professional staff.</li> <li>Performing other duties as assigned to assist the Library in achieving &amp; maintaining its mission</li> </ul>

### ***JOB REQUIREMENTS***

#### ***EDUCATION AND EXPERIENCE***

Grade 12 plus approximately 1 years' relevant experience where relevant experience includes: -

- Exposure to digitisation processes and/or digital collection development
- Current exposure to IT applications and electronic library & information tools
- Exposure to a computerised academic, research or public library; archive or museum
- Project management experience will be an advantage

#### ***COMPETENCIES, I.E. KNOWLEDGE, SKILLS, AND ATTRIBUTES***

The incumbent must demonstrate the following competencies: -

#### **TECHNICAL SKILLS**

- Knowledge of library digitization processes and/or digital collection development processes
- Knowledge of IT applications and electronic library and information tools

#### **ADMINISTRATION SKILLS**

- Computer literacy including familiarity with a computerized library system. Internet and e-mail experience will be an advantage
- Previous clerical/administrative work experience
- Sound administrative skills including scheduling and prioritization skills
- Sound time management skills

#### **PEOPLE AND COMMUNICATION SKILLS**

- Good interpersonal skills
- The ability to communicate in English both verbally and in writing.
- The ability to communicate in other official languages will be an advantage.

#### **WORK BEHAVIOURS**

- Commitment to continuous improvement
- Able to work as a member of a team
- Able to use constructive criticism to improve
- Able to produce work of good standard
- Able to manage multiple demands
- Accuracy and meticulous attention to detail

- Conduct that will enhance the reputation of the library
- Personal flexibility: willing to consider alternative perspectives and ideas

**SUBORDINATES**

None

**FUNCTIONAL RESPONSIBILITIES**

**PLANNING**

(i) What is the longest (macro) period that the jobholder has to plan ahead?

3 to 6 months

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

1 to 2 weeks

**ADDITIONAL INFORMATION**

FOR HR USE ONLY - TO BE COMPLETED BY HR

RemChannel Code

439

**Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director: HR or the Deputy Director: HR.**