



Digital Collection Specialist

Department: Library

Supervisor: Karl Stutzman

Hours: 10 hrs/week for 1 year

Pay: \$12.00/hr

Anticipated start date: As soon as possible

Application review begins immediately and will continue until the position is filled.

Summary: The Digital Collection Specialist collaborates with the Director of Library Services as well as external partners to identify materials, seek permissions, digitize, and post online special collections.

Responsibilities and duties:

- Conduct library and archival research
- Compile lists of materials to be digitized
- Solicit permission from rights holders and document permissions
- Digitize materials and/or direct others to digitize them
- Upload materials to repository
- Create accurate metadata

Qualifications and skills:

- Expertise in library and archival research
- Skilled in organization and documentation
- Highly accurate at data entry and adherence to standards
- Project management
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

****HR or Student Services Internal Note****

Date description was written/updated: 6/1/2022

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