

# Alabama Department of Archives and History

## Student Worker Job Description – Digital Assets

Reviewed / Updated: November 23, 2021

Student worker position requires working within the Digital Assets Section, digitizing and describing historical resources.

### Pay Range:

- \$11.00 per hour for an undergraduate student
- \$14.00 per hour for a graduate student

### Responsibilities:

- Digitizing selected historical resources from the ADAH archival collections
- Creating descriptive metadata for the materials
- Preparing the digital files and metadata for upload to the ADAH digital collections.

### Qualifications:

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

### Hours:

- Flexible depending on class schedule and needs of department (10 to 25 hours per week)
- Availability between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday

**Deadline to Apply: December 31, 2021**

Submit completed ADAH Student application form to Meredith McDonough at [meredith.mcdonough@archives.alabama.gov](mailto:meredith.mcdonough@archives.alabama.gov) or call 334-353-5442 for more information.



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ARCHIVES & HISTORY