Position Title: Scanning Technician
Job Type: Contractor
Location: Kansas City, Missouri

ORGANIZATION DESCRIPTION

NABS's mission is "To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy." We support this mission through our programs in education, advocacy, and healing.

POSITION OVERVIEW

The National Native American Boarding School Healing Coalition (NABS) is looking for two motivated individuals to fill the role of Scanning Technician. The position will complete scanning of physical records over the course of 8 weeks (320 hours) in Kansas City, Missouri. The position will be **open until filled and pending the reopening of NARA**. Salary will be a total contract amount of: $7,520 ($940 per week). Contractors are not eligible for employee benefits.

PRIMARY RESPONSIBILITIES

NABS seeks a motivated and task-oriented contractor Scanning Technician(s) to work towards the creation of the first ever National Indian Boarding School Digital Archives (NIBSDA). This position falls under the direct oversight of the Director of Digital Archives (DDA) and will be part of a scanning field-team. This position will complete scanning activities of National Archives Records Administration (NARA) historical documents at the NARA center in Kansas City, Missouri. This Scanning Technician will work an 8-hour workday during regular business hours.

The Scanning Technician will operate scanning equipment to scan approximately 65 linear feet of physical records and will apply digitization standards to include: the proper care and handling of physical archival material, scanning standards relevant to the operation of digital imaging equipment and software (namely the use of Fujitsu ScanSnap SV600 models), real-time quality control checks to ensure record content within margins are captured, basic data entry in Microsoft Excel to ensure that original order and fonds are retained in the digitization process, and following storage procedures to backup digital content.

This position will be provided training on the implementation of institutional standards and best practices of image scanning and describing archival collections held in the NIBSDA.

QUALIFICATIONS

Must Have:
- Demonstrate professional communication and writing skills appropriate for a business environment.
- Commitment to completing 320 total hours.
- Solid computer skills; especially in Microsoft Word & Excel.
- Strong ability to comply with instructions as directed and ability to maintain consistency in reporting to supervisor.
- Strong ability to work independently, time manage, and meet deadlines.
- Organizational skills and an aptitude for complex analytical and detailed work.
- Flexibility with start and end dates.

Nice to Have:
- Demonstrated knowledge of digital imaging equipment and software operation, particularly with ScanSnap models.
- Some understanding of current library and archival professional standards and trends and technologies related to digital imaging and digital projects.
- Some understanding of information management concepts such as controlled vocabularies and metadata authorship of digital collections.
- Experience with, or ability to learn, digital collections processing.
- Actively pursuing undergraduate or graduate education in library information sciences, archival management, history, social sciences, anthropology, indigenous/ethnic studies, or a related field.
- Experience working with Native communities or have some knowledge of American Indian history, particularly that of U.S. Indian boarding school history.

DEADLINE FOR APPLICATION: <u>OPEN UNTIL FILLED</u>

APPLICATION INSTRUCTIONS

All applications will be received via email. No phone calls or snail mail.

Please submit letter of interest, resume, a list of computer programs with which you are familiar, and two non-personal references w/ email and phone number **all in one** PDF file.

E-mail applications to:
scurley@nabshc.org

Subject Line: Contractor Submission
(Scanning Technician-Kansas City)

**Application deadline is
Open Until Filled**