

Summer Intern - Library Digitization Assistant

Role Overview:

As a Library Digitization Assistant for the Planning Commission, you will be responsible for digitizing comprehensive plans and related documents within our library. Your primary goal will be to convert physical documents into digital formats, ensuring easy access and preservation of valuable planning resources. This internship offers a unique opportunity to contribute to the modernization of our planning processes and enhance public access to crucial urban development information. This internship will run through May to August.

Key Responsibilities:

Document Preparation:

- Organize and prepare physical documents for digitization, including comprehensive plans, zoning maps, and related reports.
- Ensure the documents are in suitable condition for scanning or photographing, and make any necessary repairs or adjustments as needed.

Digitization Process:

- Utilize scanning equipment to capture high-quality images of the documents.
- Follow established protocols for file naming, format, and metadata tagging to maintain consistency and accessibility.
- Maintain accurate records of digitized materials, including dates of digitization, file locations, and any relevant annotations.

Quality Assurance:

- Review digitized files for clarity, accuracy, and completeness, making any necessary adjustments or corrections.
- Ensure the integrity of digital copies by verifying file formats and conducting periodic backups or storage migrations as required.

Collaboration and Communication:

- Coordinate with other team members or departments to prioritize digitization tasks and address any specific requirements or deadlines.
- Communicate regularly with supervisors to provide progress updates, discuss challenges, and seek guidance as needed.

Qualifications:

Seeking undergraduate students who are eager to gain exposure in library or planning working environment. No specific degree or major is required. The candidate should have a strong attention to detail, comfortable with computers and other hardware/software, and eager to get exposure to this type of work.

Pay & Location:

\$16/hr 16 hours a week at the Hillsborough County Center office. Schedule will be determined with supervisor.

How to apply:

Email your resume to Meghan Betourney, HR Manager, at betourneym@plancom.org.