POSITION OVERVIEW

The National Native American Boarding School Healing Coalition (NABS) is looking for two professional contractors to fill the roles of Scanning Technicians to complete scanning for our digital archive. The positions are full-time and will take place on-site at Kansas City NARA sometime between June-August pending the reopening of NARA facilities.

The position will remain open until filled and the selected contractors will be paid $23.50 per hour for a total 8-week contract amount of $7,520 ($940 per week). Contractors are not eligible for employee benefits.

All contractors must be willing to adhere to CDC guidelines designed to mitigate the transmission of COVID-19.

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. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

PRIMARY RESPONSIBILITIES

NABS seeks two motivated and task-oriented contractor Scanning Technicians 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. The Scanning Technicians will complete scanning historical documents at the National Archives Records Administration (NARA) Center in Kansas City, Missouri. This Scanning Technician will work an 8-hour workday during regular business hours.

The Scanning Technicians will operate scanning equipment to scan approximately 65 linear feet of boarding school 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, 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.

The Scanning Technicians 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:

- Actively pursuing undergraduate or graduate education in library information sciences, archival management, history, social sciences, anthropology, indigenous/ethnic studies, or a related field.
- Demonstrated professional-level written and verbal communication skills.
- Commitment to completing 320 total hours.
- Proficient computer skills; especially in Microsoft Word & Excel.
- Demonstrated procedural compliance and consistency in reporting to supervisor.
- Strong ability to work independently, manage time, and adjust to meet deadlines.
• Exceptional organization skills and an aptitude for complex analytical, detailed work.
• Flexibility with start and end dates between June and August 2021 pending reopening of NARA.

Nice to Have:
• Experience working with Native communities or have some knowledge of American Indian history, particularly that of U.S. Indian boarding school history.
• Demonstrated knowledge of digital imaging equipment and software operation, particularly with Canon and/or Fujitsu 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.

APPLICATION INSTRUCTIONS
All applications will be received via email. No phone calls or snail mail.
Please submit the following all in one PDF file:
• Cover Letter,
• Resume or Curriculum Vitae,
• List of computer programs with which you are familiar, and
• Three non-personal references w/ email and phone number.

E-mail applications to: jblevins@nabshc.org
Subject Line: LAST NAME, Scanning Technician Contractor
Application deadline is
FRIDAY, April 30, 2021
at 11:59 p.m., CT