



The National Native American Boarding School Healing Coalition

Position Title: Scanning Technician

Job Type: Temporary, Full-time

Location: Kansas City, Missouri

Applications Due By: April 17, 2023

Position Summary

The National Native American Boarding School Healing Coalition (NABS) is seeking two qualified Scanning Technicians to complete scanning of historical documents for our National Indian Boarding School Digital Archive (NIBSDA). Reporting to the Director of Digital Archives, the Technicians will operate scanning equipment to scan records of the Pipestone Indian Boarding School. The work will take place on-site at the Kansas City National Archives and Records Administration (NARA) **May 22, 2023, to July 14, 2023 (full 8 week period)**. This project is being implemented in partnership with the Pipestone National Monument, Tribal Historic Preservation Offices (THPO), and Pipestone Indian Shrine Association.

About Us

NABS is boldly leading the movement for truth, justice and healing for Indigenous peoples impacted by U.S. Indian boarding schools. We are Indigenous-led with 100% of the Board of Directors and Officers being Native American and Alaska Native.

- We are a coalition of 811 members and growing, including Tribal Nations, Tribal enrolled individuals, allies, and organizations.
- We use our coalition voice to educate others about the truth of the Indian boarding school policies, experiences, and genocidal legacy.
- We expose the truth about Indian boarding schools through research and education.
- We lead action towards justice and healing for our children, families, and communities.
- We advocate for accountability through policy change at all levels, including the call for a federal Truth and Healing Commission on Indian boarding schools.
- We make resources available to raise awareness and support healing from the intergenerational trauma Native peoples continue to experience.
- We are publicly launching the National Indian Boarding School Digital Archive (NIBSDA) this year, a first-of-its-kind Digital Asset Management System capable of organizing and displaying historical boarding school records and materials for every identified boarding school institution.

Scanning Technician Position

Key Responsibilities

- Operate scanning equipment and software according to digital imaging standards,
- Follow standards for the proper care and handling of physical archival material
- Conduct quality control checks to ensure record content within margins are captured
- Provide basic data entry in Microsoft Excel to ensure that original order and fonts are retained in the digitization process
- Follow 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.

What You Bring

- 2 or more years of post-secondary education or equivalent years of related experience in library information sciences, archival management, history, social sciences, anthropology, indigenous/ethnic studies, or a related field
- Experience with, or ability to learn, digital imaging equipment and software operation, and digital collections processing.
- Familiarity with and work experience in Native American communities
- Knowledge of the Native American and Alaska Native boarding school history, legacy, and impacts
- Proficient computer skills; especially in Microsoft Word & Excel.
- Exceptional organization skills and an aptitude for complex analytical, detailed work.
- Ability to work independently, manage time, and meet deadlines.

Personal Characteristics

- Collaborative Spirit
- Reliable
- Adaptable
- Socially and Emotionally Intelligent
- Inquisitive Learner
- Self-disciplined

Compensation, and Work Environment

Compensation is \$23.50/hour. This is a temporary position with no paid benefits. Work requires availability for a schedule of 8 hours a day Monday through Friday on site at NARA. Work requires travel to NARA in Kansas City, Missouri. Temporary lodging and meal per diems will be provided during the 8-week stay for non-residents.

NABS is an Equal Opportunity Employer committed to a work environment free of all forms of discrimination, harassment, and violence. All employment and contracting decisions are based on merit, competence, performance, and organization needs. NABS prioritizes work to empower and include people from Indigenous communities who have been impacted by U.S. Indian Boarding School policies. We are proud of our collaborative and wellness-focused culture where all people feel safe to bring their whole selves. Our culture attracts top talent with shared values that form the foundation of a great work environment!

How to Apply

By April 17, send an email to jblevins@nabshc.org with Scanner in the subject line.

Applications must include the following **all in one** PDF or Word file:

- Cover letter (no more than 1 page) with short answers to the following questions:
 1. Why are you interested in this position?
 2. How would you rate your familiarity with digital imaging standards on a scale of 1 to 5 with 1 being “not at all” and 5 being “outstanding”? Provide a 1-2 sentence explanation of your rating.
 3. What one achievement are you most proud of?
 4. What is the best advice you’ve ever received?
- Resume or Curriculum Vitae
- Three professional references with emails and phone numbers

As attention to detail is critical in this role, applicants who follow these specific application instructions will be considered.