Job Description

Job Title: Digital Imaging Specialist
Department: Central Stores
Reports To: Supervisor of Central Stores
Jobs Reporting: N/A
Salary Grade: USG 4
Effective Date: April 2018

Primary Purpose
The Digital Imaging Specialist provides digital imaging and record retention services for selected university departments. This position receives functional direction from the Digital Imaging and Gas Cylinder Management Coordinator. When required, the Digital Imaging Specialist may be required to assist with maintaining efficient mail and small freight services across the campus.

Key Accountabilities

Digital Imaging
- Responsible for proper handling, confidentiality and digital storage of all submitted documents.
- Verify authenticity of incoming documents
- Scan appropriate documents, index, view and edit files, upload into workflow for distribution or storage (maintain indexed document archives).
- Maintain original paper documents for required retention period or prepare for destruction/disposal, as per policies and/or procedures.
- Develop an expertise in digital imaging as it pertains to University of Waterloo procedures, to enable further research and testing for improvements to the systems.

Quality Control
- Ensure all images are scanned properly
- Ensure all data input is correct
- Follow up with customers to ensure satisfaction

Departmental Assistance
- Assisting and performing other duties within the department when needed, like mail and freight delivery or bulk mailing.

Required Qualifications

Education
- High school diploma
- Some post-secondary education would be preferred.

Experience
- Demonstrated experience in a University work environment

Knowledge/Skills/Abilities
- Proficient on Kodak and OPEX scanning machines
- Proficient in excel, word, adobe
- WHMIS 2015
- Valid G license
Nature and Scope

- **Contacts:** Constructive relationships with the DIGCMC and digital imaging customers.
- **Level of Responsibility:** Maintain confidentiality of sensitive documents. Follow proper protocols when scanning and dealing with customers and management.
- **Decision-Making Authority:** Resolve day to day issues with scanning equipment. Monitor machines and scanned material for issues or mistakes.
- **Physical and Sensory Demands:** Able to work with minimal supervision in different capacities. Matching or tabulating raw data inputs or outputs (e.g., data entry, inspecting, tabulating data, proof-reading) Able to lift up to 50 pounds. When required, must be able to withstand exposure to seasonal weather and considerable walking conditions.
- **Working Environment:** Must be able to work individually for long periods of time, in a highly secure area/room.