

The University of Nevada, Las Vegas invites applications for the following **temporary, part-time, hourly** position located in the University Libraries.

Temporary Catalog Project Assistant, UNLV University Libraries.

Role of the POSITION

The Catalog Data Realignment Project is a temporary donor-funded effort to address multiple data integrity issues in the UNLV Libraries catalog. In addressing these issues, the project will improve discovery and access to library collections, support accurate reporting of bibliographic information, allow for increased interoperability with external systems, and reduce obstructions currently affecting day-to-day workflows. Reporting to the Catalog Data Realignment Project Manager, the successful candidate will enter and update records in the library catalog, ensure accuracy of existing and new records, and interpret bibliographic data following established procedures.

This is a temporary, part-time hourly position. The anticipated schedule is 19 hours per week for up to two years. Hours will be scheduled between 9am and 6pm, Monday through Friday. There are no benefits associated with this position. This position will be required to work on-site in Lied Library; no remote work will be supported.

Responsibilities

- Edit bibliographic, holdings and item records in the library catalog
- Interpret bibliographic information and apply judgment in restructuring records in the catalog
- Verify accuracy and completeness of bibliographic, holdings and item records
- Create item records for periodicals and prepare data for batch upload into the library catalog
- Use spreadsheets to cross-reference catalog data
- Follow established procedures and workflows

PROFILE of the UNLV University Libraries

As a strong partner in research and student learning, UNLV Libraries fosters critical thinking and lifelong learning at one of the nation's fastest growing universities. University Libraries comprises Lied Library and four branch libraries and we are a gateway to more than 80,000 electronic journals, 1.2 million volumes, and 1.4 million e-books. We welcome individuals with diverse backgrounds to join our growing organization of over 120 experienced faculty librarians, professionals, and staff members. The Collections, Acquisitions and Discovery (CAD) Division is comprised of three departments (Discovery Services, Collections, Interlibrary Loan, & Acquisitions, and Scholarly Communication and Data Services). CAD supports the University and Libraries' teaching, research and community engagement missions by acquiring, organizing, maintaining and making discoverable all needed and relevant materials, regardless of format and ownership, and developing tools aligned with the Libraries' role as a partner in research and scholarly communication.

COMMITMENT to DIVERSITY of the UNLV University Libraries

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as leading a respectful, positive work environment. The University Libraries values begin with our belief that [everyone deserves a welcoming, inclusive, and equitable environment where they are treated with respect and dignity](#). The Libraries extends its commitment to diversity and equity in employment and especially welcomes applications from women, persons of color, persons with disabilities, persons of minority sexual orientation or gender identity, and others who contribute to diversification.

MINIMUM QUALIFICATIONS

- Associate's degree or two years of undergraduate education (60 credit hours)
- Experience using a data entry or inventory system
- Experience with spreadsheet applications such as Excel or Google Sheets
- Strong attention to detail and ability to follow directions
- Effective communication, interpersonal, and organizational skills

PREFERRED QUALIFICATIONS

- Experience with a library management system such as Ex Libris Alma preferred
- Experience working in an academic library setting preferred

UNLV COMMITMENT to DIVERSITY

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

SALARY

This is a temporary, part-time, hourly funded position for up to two years at \$19.13 per hour. No benefits. Nineteen hours per week.

HOW TO APPLY

Please email a cover letter, resume, transcripts, and contact information for three professional references to Landon Paljusaj, Catalog Data Realignment Project Manager, University Libraries, landon.paljusaj@unlv.edu. Resumes will be accepted until position is filled.

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution of approximately 30,000 students and more than 3,600 faculty and staff. To date, UNLV has conferred more than 152,000 degrees, producing more than 130,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report's annual listing of the nation's most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at: <http://www.unlv.edu>

EEO/AA STATEMENT

The University of Nevada - Las Vegas (UNLV) is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

TITLE IX STATEMENT

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV 89154-1062, Frank and Estella Beam Hall (BEH) Room 553, Telephone: (702) 895-4055; Email: titleixcoordinator@unlv.edu, or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the [Office of Equal Employment & Title IX](#) webpage.

SAFETY AND SECURITY STATEMENT

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. [The Annual Security Report and Annual Fire Safety Report compliance document](#) is available online.

JOB CATEGORY

Temporary, Part-time, Hourly