

The University of Nevada, Las Vegas seeks candidates for the following **temporary, hourly** position located in the University Libraries

Diversity and Inclusion Fellow

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 Research and Education (RED) Division has six departments (Library Liaisons Program, Educational Initiatives, Knowledge Production, Access Services, and Safety & Loss Prevention, Teacher Development & Resources Library), three branch libraries (Architecture Studies Library, Music Library, and Teacher Development & Resources Library), and has 40 staff members, of which 21 are library academic faculty. RED fosters collaborations that contribute to our users' academic success, research, and lifelong learning. This mission is realized through instruction of learners; partnerships with faculty to create an integrated information literacy-focused curriculum; provision of targeted information resources; expert, point-of need research assistance; and fostering competencies for lifelong inquiry.

POSITION SUMMARY

This temporary hourly position is scheduled for 19 hours/week, from August 1, 2022, to May 31, 2023. Hours will be scheduled between 9 a.m. and 5 p.m., Monday – Friday.

VACCINATION MANDATE POLICY

Per the [Nevada System of Higher Education \(NSHE\) Emergency COVID-19 Employee Vaccination Policy](#), all NSHE employees must be vaccinated against COVID-19 or have an approved medical or religious waiver request. All candidates for employment must have this information on file with Human Resources prior to their start date. Information about how the policy applies to new hires is now available on the [COVID-19 Employee Vaccine Mandate webpage](#).

RESPONSIBILITIES

Reports to the Head of Public Services, Special Collections and Archives.

This position will aid UNLV Libraries Special Collections & Archives (SCA) in developing more diverse and inclusive collections, programs, and practices. The fellow will work in close collaboration with SCA curators to actively pursue ways to expand our collections via both traditional custodial (bringing in permanent donations) and non-custodial methods (i.e. scan and return of items) of collecting and stewardship. We also hope this will include sharing our archival knowledge with local communities to help them preserve their own materials. The position would focus on collecting and outreach, with the flexibility and future potential to also collaborate with other SCA staff on related projects and activities such as processing collections, enhancing the description of collection material, digitization of materials, creating exhibits, etc.

Tasks may include:

- Researching diverse communities in Southern Nevada (including but not limited to Latinx, African-American, Asian-American Pacific Islander, Native American) to develop a directory of individuals, organizations, businesses, and significant initiatives within those communities.
- Working with library colleagues to reach out to these community members and make initial connections via phone or email. May also work on developing: tours, information sessions (delivered in-person or via virtual tutorials), or site visits for community members.
- Working collaboratively with curators and other staff to strengthen these connections and determine the best way to build meaningful relationships that might lead to collaborative projects, collection donations, educational partnerships or other kinds of connections and contributions with these communities.
- Attending SCA and community events to support and gather input on in-progress or completed project work.

- Developing and participating in outreach events that could provide potential donors and collaborators with insight into SCA, showcase community history projects, or promote work in documenting Southern Nevada.
- Assist with social media, blog posts, and communications related to community documentation projects and SCA initiatives.

WORKING CONDITIONS

QUALIFICATIONS

- Sitting at a computer screen
- Physically lifting and moving materials weighing up to 50 lbs.
- Bending and stretching, and potential exposure to dust.
- Travel to offsite locations to meet donors or participate in outreach events.

Required

- Bachelor's degree in interdisciplinary, gender, or ethnic studies; history or related field.
- Excellent oral and written communication skills.
- Knowledge of communities and/or history of the Las Vegas and Southern Nevada region.
- Strong attention to detail and ability to follow directions

Preferred

- Enrolled or planning to enroll in a master's program in interdisciplinary, gender, or ethnic studies; archival studies; history or related field.
- Formal coursework or training in archival management and theory including the understanding of the principles of post-custodial archival stewardship.
- Experience balancing multiple assignments and projects.
- Experience working with community engagement, outreach, and collection development in a library or archival setting.
- Working knowledge of a language other than English that is represented amongst the communities of Clark County.
- Knowledge of anti-racist archival theory and description.

SALARY

This is a temporary hourly funded position from August 1, 2022, to May 31, 2023. \$20.00 per hour. No benefits. 19 hours per week.

APPLICATION DETAIL

Please send a cover letter, resume, and contact information for three professional references to Su Kim Chung, Head of Public Services, University Libraries, sukim.chung@unlv.edu. Resumes will be accepted until position is filled.

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.

UNLV UNIVERSITY LIBRARIES COMMITMENT to DIVERSITY

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.

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.

EEO/AA STATEMENT

UNLV is an Equal Opportunity / Affirmative Action educator and employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to, among other things, race (including hair texture and protected hairstyles such as natural hairstyles, afros, Bantu knots, curls, braids, locks and twists), color, or religion (protected classes), color, religion, sex, age (40 or older), creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. The University of Nevada, Las Vegas employs only United States citizens and non-citizens lawfully authorized to work in the United States. Women, under-represented groups, individuals with disabilities, and veterans are encouraged to apply.

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.

Job Category

Temporary, Hourly