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

Outreach & Instruction Specialist

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 position is scheduled for 19 hours/week, from June 2022 to June 2023. Hours will be scheduled between 9 a.m. and 6 p.m., Monday – Friday. On occasion, this position may be asked to work on a Saturday or evenings.

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, Educational Initiatives. This position will:

- Assist with the provision of undergraduate student engagement and outreach activities throughout the year
- Support with event planning, promotion, and execution of library events such as student orientations, Welcome Weeks, and study week
- Assist with the administrative management of the Calvert Award for Undergraduate Research
- Teach information literacy library instruction sessions for English 102 courses
- Prepare, develop, and update research guides for targeted audiences
- Provide library tours and orientations to community groups as needed
- Manage and oversee outreach supplies and requests for marketing materials
- Represent the library at campus events (e.g., attend student organization meetings, Student Engagement & Diversity events)
- Represent the UNLV University Libraries to a variety of audiences
- Work independently on outreach related projects

WORKING CONDITIONS
- Meeting with campus colleagues and student organizations requires walking to various locations on campus.
- Sitting and standing for various intervals in an office environment and in the library classroom
- Ability to lift up to 20lbs (i.e., carrying outreach supplies and materials for short distances)
- Ability to load, unload, and push carts with outreach supplies and materials
QUALIFICATIONS

Required

- Bachelor’s degree
- Ability to interact effectively with people from various backgrounds
- Commitment to student learning and success
- Interest, knowledge, and understanding of academic outreach and information literacy best practices
- Strong attention to detail and ability to follow directions
- Effective communication, interpersonal, and organizational skills

Preferred

- Experience with giving oral presentations
- Experience teaching information literacy skills
- Authoring or updating web content (including course websites)
- Experience working in an academic library setting

SALARY

This is a temporary funded position from June 1, 2022, to June 30, 2023, at $20.24 per hour. No benefits. 19 hours per week.

APPLICATION DETAIL

Please send a cover letter, resume, and contact information for three professional references to Rosan Mitola, Head of Educational Initiatives, University Libraries, rosan.mitola@unlv.edu. Resumes will be accepted until the 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

Updated 3/2/2022
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.