

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

Grant Forum Travel Coordinator

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 130 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 varying hours/week, from April 2022 to June 2022. Hours will be scheduled primarily between 9 a.m. and 5 p.m. PT, Monday – Friday, but some tasks may be completed outside these hours as well.

We are looking for a Grant Forum Travel Coordinator to plan, coordinate, and book travel and accommodations for participants in a grant-funded event taking place at the University of Nevada Las Vegas Libraries from May 26-27, 2022. This is a temporary remote contract position that will work 100 hours at \$20 an hour for a total of \$2,000. This work will take place over two months with an expected start date around April 1, 2022, and an end date around June 3, 2022. Workload and hours will vary from week to week in response to project needs. This position is made possible through the Institute of Museum and Library Services grant log number RE-25005400LS-21.

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

This position reports to Chelsea Heinbach, the primary investigator for the grant, and will work closely with UNLV Libraries administration to follow organizational policies and procedures. This position will....

- Planning travel accommodations (coordinating flights, hotels, car rentals, etc.) over the phone or online for thirty event participants following all UNLV Controllers Office policies and procedures.
- Researching travel deals and evaluating prices and services in order to provide guidance to event participants and organizers
- Communicating travel and accommodation arrangements with event participants
- Managing and processing all travel-related documentation in coordination with the Business and Finance Administrative Assistant
- Position works closely with the grant Primary Investigator, the Director of University Libraries Business and Finance, and the Business and Finance Administrative Assistant at various stages of coordinating travel for forum participants
- Maintaining and tracking the event travel budget
- Analyzing and preparing reports on spending
- Assisting with any travel-related issues that may arise
- Maintaining regular communication and updates with the project team and the Director of University Libraries Business and Finance, and the Business and Finance Administrative Assistant

- Other tasks to support the event as assigned

WORKING CONDITIONS

Meeting with stakeholders with a webcam in an online meeting space or over the phone, sitting for various intervals at a computer workstation.

QUALIFICATIONS

Required

- Strong working knowledge of travel management processes
- Robust organizational & time management skills
- Strong attention to detail and ability to follow directions
- Effective communication and interpersonal skills
- Access to internet, computer, and webcam

Preferred

- Previous experience with grant projects
- Previous experience with travel or event management and booking
- Experience with budgeting
- Proficiency working in Google Drive

SALARY

This is a temporary, part-time, hourly grant funded position for 2 months at \$20 per hour for a total of \$2000. No benefits.

APPLICATION DETAIL

Please send a letter of interest and resume to Chelsea Heinbach, Teaching and Learning Librarian University Libraries, at libparlor@gmail.com. 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, color, religion, sex, age, 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

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of 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, color or religion pursuant to Title 4, Chapter 8, Section 13 of the NSHE Handbook. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.