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

**Transcriber**

**POSITION SUMMARY**: University Libraries Special Collections & Archives is hiring one part-time, temporary professional position to transcribe and edit oral history interviews about the history of Southern Nevada. Successful candidates are expected to work 19 hours/week Monday - Friday from December 1, 2019 until May 31, 2020.

**RESPONSIBILITIES**: Reports to the Special Collections Technical Services Librarian. This position will transcribe recorded oral history interviews using the Start-Stop Universal Transcription software. The position is also responsible for editing oral history interviews and researching their context, as well as proofreading transcriptions created by other staff members.

**WORKING CONDITIONS**: Sitting at a computer screen for long periods of time using transcription software.

**QUALIFICATIONS**:

**Required**:
- Ability to listen and type simultaneously
- Strong verbal, written, and active listening communication skills
- Strong computer/technology skills (Microsoft Office Products and Google Suite)
- Attention to detail
- Comprehensive understanding of grammar and spelling intricacies
- Ability to conduct some historical research and fact checking
- Bachelor’s Degree in History, Journalism, or other related field

**Preferred**:
- Experience with transcription creation
- Strong familiarity with the history of Southern Nevada and Las Vegas
- Interest in Southern Nevada History
- Transcription experience with transcription software

**This is a temporary funded position from December 1, 2019 through May 31, 2020 at $1,600 per month minus taxes. Position is paid monthly on the first of the month. No benefits. 19 hours per week.**

Please submit a résumé and letter of interest via email to:

Karla Irwin, Special Collections & Archives Technical Services Librarian, University Libraries, UNLV, karla.irwin@unlv.edu

In the letter please address your relevant skills and experience. Resumes will be accepted until position is filled.

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.