



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

GRADUATE STUDENT ASSISTANT: Latinx Voices

POSITION SUMMARY: This temporary position is scheduled 10 hours/week, from August 2018 to May 2019. Hours will be scheduled between Monday – Friday.

Serve as liaison with student assistants and Latinx Voices Project Manager to meet the goals and objectives of Oral History Research Center in capturing and preserving the diverse Latinx history of Southern Nevada. This position will assist in building appropriate community relationships, helping to identify potential narrators, collecting oral histories, and preserving audio-recorded interviews for the Southern Nevada Latinx Voices Project.

RESPONSIBILITIES: Reports to the Oral History Research Center's Project Manager. This position will...

- Field calls and contacts for the project
- Assist with collecting and scheduling oral histories for the Latinx Voices Project as per OHRC training and guidelines
- Assist in editing of oral histories collected; includes fact checking, writing preface and table of contents as per OHRC guidelines
- Attend community events sponsored by Special Collections & Archives / Oral History Research Center, related to the project
- Maintain timely processing and record keeping of oral histories
- Represent the UNLV University Libraries to a variety of audiences

WORKING CONDITIONS:

- Meeting with narrators (interviewees) may include driving to an agreed recording location, be prepared with recording equipment and use agreement forms.
- Sitting at computer for editing and preservation steps of the audio recordings.
- Ability to lift up to 10lbs, i.e. carry equipment and collateral materials

QUALIFICATIONS:

Required:

- Effective communication, interpersonal, and organizational skills
- Ability to interact effectively with people from various backgrounds and generations
- Excellent phone manners
- Excellent writing and editing skills
- Excellent listening and interviewing skills
- Interest, knowledge, and understanding of the diverse Latinx community
- Strong attention to detail and ability to follow directions
- Performs independently and able to remain flexible when changes are needed

Preferred:

- Fluency in Spanish, verbal and written

**** This is a temporary funded position for 9 months/\$20 per hour. No benefits. 10 hours per week.**

Please send a cover letter, resume, and contact information for three professional references to Barbara Tabach, Project Manager, Oral History Research Center, University Libraries, oralhistory@unlv.edu. Resumes will be accepted until August 1, 2018.

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.