



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

UNDERGRADUATE STUDENT ASSISTANT: Latinx Voices

POSITION SUMMARY: This temporary position is scheduled 12-18 hours/week, from August 2018 to May 2019. Hours will be scheduled between Monday – Friday.

Serve as an oral historian for the Southern Nevada Latinx Voices Project. This project will expand the diversity of the voices preserved at UNLV Libraries' Special Collection & Archives' Oral History Research Center. Student oral historians will connect with the Latinx community and engage in collecting and preserving audio recorded interviews.

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

- Schedule and collect for the Latinx Voices Project as per OHRC training and guidelines
- Edit 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 varied 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
- Excellent technological skills, including using word processing programs, spreadsheets, and scanners
- Performs independently and able to remain flexible when changes are needed

Preferred:

- Fluency in Spanish, verbal

**** This is a temporary funded position for 9 months/\$10 per hour. No benefits. 12-18 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. Deadline: 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.