

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

Outreach and Instruction Specialist

POSITION SUMMARY: This temporary position is scheduled 18 hours/week, from September 2018 to June 2019. Hours will be scheduled between Monday – Friday, primarily during the day. On occasion, position may be asked to work evenings.

RESPONSIBILITIES: Reports to the Outreach Librarian. 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 administrative management of the Calvert Award for Undergraduate Research
- Teach information literacy library instruction sessions for English 102 courses
- Work with outreach librarian and teaching and learning librarians on instruction activities with K-12 audiences
- 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:

- * Giving oral presentations
- * Teaching information literacy skills
- * Authoring or updating web content (including course websites)
- * Experience working in an academic library setting

**** This is a temporary funded position for 10 months/\$16,000 or \$1,460 per month minus taxes. No benefits. 18 hours per week.**

Please send a cover letter, resume, and contact information for three professional references to Rosan Mitola, Outreach Librarian, University Libraries, rosan.mitola@unlv.edu. 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.