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

Social Media Coordinator

POSITION SUMMARY: This temporary position is scheduled 15 hours/week, from November 2017 to June 2018. Hours will be scheduled between 8 a.m. and 6 p.m., Monday – Friday. The Social Media Coordinator, working in conjunction with unit representatives, develops content to promote University Libraries services, collections, and events on social media to students, faculty, staff, alumni, and the general community. The Social Media Coordinator will serve as a primary content creator, actively posting to University Libraries and various sub-unit accounts, interact with members of the public via social media platforms, and analyze engagement.

RESPONSIBILITIES: Reports to the Director of Communications. This position will develop content and help grow the University Libraries social media channels. The Social Media Coordinator will work with the Director of Communications to develop and implement a comprehensive, unit-wide social media strategy for the University Libraries. The Social Media Coordinator will actively post to social media accounts for the University Libraries, Special Collections and Archives, Digital Collections, and the branch libraries, as well as any future accounts chosen to be part of the University Libraries’ social media network. The position will track social media metrics, including engagement measures and reach. The Social Media Coordinator will conduct, under the guidance of the Head of Special Collections Public Services, independent research in Special Collections and Archives to locate items to promote on SCA social media channels. The position will actively collaborate with the Director of Communications and University Libraries staff to develop content. The position will organize and implement community and social media engagement projects, events and campaigns for the overall Libraries and units with the Director of Communications.

WORKING CONDITIONS: Sitting at a computer screen, physically lifting and moving materials weighing up to 50 lbs., bending and stretching, and exposure to dust.

QUALIFICATIONS:
Required:
* Experience with Facebook, Twitter, Instagram, Snapchat, and YouTube
* Ability to design targeted social media engagement for specific stakeholders
* Strong attention to detail and ability to follow directions
* Effective communication, interpersonal, and organizational skills
* Ability to stay on top of social media trends and implement best practices for the University Libraries
* Ability to research independently to create social media posts promoting Special Collections and Archives materials
* Ability to represent the UNLV University Libraries in a professional manner and interact well with constituencies online and in person
* General photography skills
* Ability to work collaboratively to accomplish goals
* Strong writing skills
* Experience in planning and setting priorities

Preferred:
* Experience working in higher education preferred
* Familiarity with the University of Nevada, Las Vegas
* Experience working in an academic library setting preferred
* Experience conducting research in a university archive

** This is a temporary funded position for 8 months, $1,300 a month minus taxes, 15 hours per week. No benefits.

Please send a cover letter, resume, and contact information for three professional references to Sean Kennedy, Director of Communications, Lied Library, UNLV at sean.kennedy@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.