



The University of Nevada, Las Vegas (UNLV) invites applications for the following **temporary part-time hourly** position located in the University Libraries:

Digital Archives Assistant

Role of the POSITION

This is a temporary, part-time hourly position. The anticipated schedule is 10 hours per week for 20 weeks. The University of Nevada, Las Vegas Special Collections and Archives (UNLV SCA) seeks applicants for one temporary, part-time hourly archival assistant to process and describe born-digital primary sources. This opportunity is funded by the Dean's Leadership Circle and is based on a one-time need for a special processing project. UNLV SCA has approximately 45 collections that make up around 10 TB of digital files that require reformatting as well as enhancing and revising descriptions in our online finding aids to enable discovery and accuracy of our born-digital holdings. These materials include legacy and proprietary file formats that require reformatting to standard formats so that they are more easily accessible for research use in current computing environments. These materials represent a wide range of archival collections in UNLV SCA's holdings including personal papers, organizational records, and university archives. UNLV SCA Technical Services will provide structured training under the guidance of a credentialed professional, including instruction in basic archival theory and hands-on experience in digital archival processing.

Responsibilities

- Follow SCA policies and procedures to reformat legacy digital file formats for access use
- Enhance and revise descriptions of born-digital files in finding aids

MINIMUM QUALIFICATIONS

- Ability to learn new concepts and technologies quickly
- Experience using Windows and Macintosh operating systems
- Attention to detail and ability to follow directions

PREFERRED QUALIFICATIONS

- Experience working with archival materials
- Experience working with different file formats such as WAV, WMV, AVI, MOV, JPG, PSD, PDF, DOC, XLS

PROFILE of the UNLV University Libraries

As a strong partner in research and student learning, UNLV Libraries fosters critical thinking and lifelong learning at one of the nation's fastest growing universities. University Libraries comprises Lied Library and four branch libraries and we are a gateway to more than 80,000 electronic journals, 1.2 million volumes, and 1.4 million e-books. We welcome individuals with diverse backgrounds to join our growing organization of over 120 experienced faculty librarians, professionals, and staff members.

The primary mission of the Special Collections and Archives Division is to collect, preserve, provide

discovery and access to, and promote, interpret, and instruct in the use of our materials. Special Collections and Archives documents the history, culture, and physical environment of the city of Las Vegas, the Southern Nevada region, the global gaming industry, and the University of Nevada, Las Vegas. Our collections include manuscripts, books, photographs, periodicals, maps, architectural drawings, oral history interviews, audiovisual materials, University archives, born-digital records, and other cultural artifacts. Significant collecting areas are: gaming and gambling; regional community groups and organizations; sexual entertainment and economies; Las Vegas entertainment and the arts; Las Vegas and urban resort architecture; mining and railroads; and Southern and Central Nevada history.

The division is comprised of three departments: Technical Services, Public Services, and Digital Collections. It also includes the Libraries' preservation unit and conservation lab and the Oral History Research Center.

UNLV UNIVERSITY LIBRARIES COMMITMENT to DIVERSITY

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as leading a respectful, positive work environment. The [University Libraries values](#) begin with our belief that everyone deserves a welcoming, inclusive, and equitable environment where they are treated with respect and dignity. The Libraries extends its commitment to diversity and equity in employment and especially welcomes applications from women, persons of color, persons with disabilities, persons of minority sexual orientation or gender identity, and others who contribute to diversification.

UNLV COMMITMENT to DIVERSITY and CAMPUS VALUES

The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment. They will use our [Campus Values](#) to guide their decisions and actions and demonstrate our Rebel spirit.

SALARY

This is a temporary part-time hourly position for 10 hours per week at \$15.00 per hour, for a total of 20 weeks. Hours will be scheduled between 9am-5pm, Monday-Friday. The successful candidate is expected to work a total of 204 hours between August 1, 2025 and June 30, 2026.

This position is not eligible for time off benefits or for health benefits. This position is required to participate in the FICA Alternative Retirement Contributions.

HOW TO APPLY

Please email a letter interest and resume to Tammi Kim (tammi.kim@unlv.edu), Technical Services Librarian, UNLV University Libraries Special Collections and Archives. Applications will be accepted until June 15, 2025.

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution of approximately 30,000 students and more than 3,600 faculty and staff. To date, UNLV has conferred more than 152,000 degrees, producing more than 130,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report's annual listing of the nation's most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at: <http://www.unlv.edu>

EEO/AA STATEMENT

The University of Nevada - Las Vegas (UNLV) is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

TITLE IX STATEMENT

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV 89154-1062, Frank and Estella Beam Hall (BEH) Room 553, Telephone: (702) 895-4055; Email: titleixcoordinator@unlv.edu, or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the [Office of Equal Employment & Title IX](#) webpage.

SAFETY AND SECURITY STATEMENT

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. [The Annual Security Report and Annual Fire Safety Report compliance document](#) is available online.

JOB CATEGORY

Temporary, Part-time, Hourly