



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

### **Instruction & Outreach Specialist**

#### **Role of the Position**

The University of Nevada, Las Vegas Educational Initiatives Department at UNLV Libraries seeks applicants for one temporary, part-time Instruction and Outreach Specialist who will perform the following responsibilities:

- Assist with the provision of undergraduate student engagement library events and activities throughout the academic year.
- Coordinate for the Libraries' participation in New Student Orientation throughout the summer, including giving oral presentations and tabling at resource fairs.
- Teach information literacy sessions for English 102 and First-Year Seminar Courses.
- Collaborate with librarians to promote library resources and collections with students.
- Assist students one-on-one through research consultations.
- Provide library tours and orientations to community groups as needed.
- Represent the library at campus events and to a variety of audiences.
- Work independently on outreach and instruction-related projects.

#### **QUALIFICATIONS:**

Required:

- Bachelor's degree;
- Ability to work creatively and collaborative as part of a diverse team, promoting inclusiveness and equity;
- Commitment to student learning and success;
- Experience giving oral presentations and teaching students on-on-one or in classroom spaces;
- Previous experience supervising student employees;
- Experience supporting underrepresented students;
- Effective communication, interpersonal, and organizational skills.

Preferred:

- Experience teaching information literacy skills
- Experience working in an academic library or adjacent academic support unit (e.g., Writing Center, Tutoring, Supplemental Instruction).

#### **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 Research and Education Division is to foster collaborations that contribute to our users' academic success, research, and lifelong learning. This mission is realized through instruction of learners; partnerships with faculty to create an integrated information literacy-focused curriculum; provision of target information resources; expert, point-of-need research assistance; and fostering competencies for lifelong inquiry.

The division is comprised of six departments and three branch libraries: Access Services, Architecture Studies Library, Educational Initiatives, Library Liaison Program, Music Library, Research, Innovation and Creation, Teacher Development & Resources Library, and Safety and Loss Prevention.

### **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**

A successful candidate will support diversity, equity, and inclusiveness and contribute to a respectful, positive work environment. They will use our [Campus Values](#) to guide their decisions and actions and demonstrate our Rebel spirit.

### **SALARY and POSITION DETAILS**

This temporary hourly part-time position is scheduled to work up to 19 hours per week, \$25.00 per hour (no benefits). Hours will be scheduled between 9 am and 6 pm, Monday-Friday. On occasion, this position may be asked to work on a Saturday. The successful candidate is expected to work a total of 475 hours between January 1, 2025 and June 30, 2025.

### **HOW to Apply**

Submit a letter of interest and resume to Rosan Mitola ([rosan.mitola@unlv.edu](mailto:rosan.mitola@unlv.edu)), Head, Educational Initiatives, UNLV University Libraries Research and Education Division. Resumes will be accepted until filled.

### **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 the [UNLV website](#).

## **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](mailto: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](mailto: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 Hourly