

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

Graduate Assistant

Patent and Trademark Resource Center (PTRC) / Makerspace Bridge

Role of the POSITION

This position is open to current UNLV Graduate Students for two semesters and will start on Monday, August 26, 2024 and end on Friday, May 9, 2025.

This temporary, part-time Graduate Assistant position will report to the Director of the UNLV Patent and Trademark Research Center/Business Librarian. The main focus of this position will be supporting the creation of the Beginners' Idea Bridge (BIB) Workshop Series, a program in development that will engage undergraduate students in the idea generation, researching, prototyping and patent/trademark process. They will also provide support for the daily operations of the Makerspace and PTRC and will assist with other outreach throughout the University Libraries. Key responsibilities and expectations for this position will include:

- Work with the Business Librarian and Makerspace staff on the development of a workshop series to connect makers to the resources in the Patent and Trademark Resource Center: Beginners' Idea Bridge (BIB)
- Collaborate with libraries faculty/staff and campus partners across all majors, schools and departments to co-create and deliver PTRC and Libraries' Makerspace content and programming.
- Design, promote, and execute programs for all students at UNLV.
- Embrace diversity, equity and inclusion as a key element of strategy development and programming.
- Support the coordination of engagement and outreach opportunities with the Business Librarian and throughout UNLV Libraries.
- Assist with daily operations of the Makerspace and PTRC.

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 Research and Education (RED) Division fosters 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 targeted information resources; expert, point-of need research assistance; and fostering competencies for lifelong inquiry.

The core mission and purpose of the Patent & Trademark Resource Centers (PTRC) is to support the establishment of intellectual property by inventors and to increase the understanding of patents and trademarks by UNLV students. The Patent & Trademark Resource Center achieves this mission and purpose through assisting inventors in researching and establishing intellectual property and through providing educational workshops and one-on-one training on intellectual property.

COMMITMENT to DIVERSITY of the UNLV University Libraries

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.

MINIMUM QUALIFICATIONS

- Strong attention to detail and ability to follow directions
- Effective communication, interpersonal, and organizational skills
- Ability to work within defined project schedules, manage multiple simultaneous projects, and multi-task appropriately.
- Some Teaching and Instruction experience in K-12 or higher education.
- Must be a Master's graduate student at any level enrolled at UNLV in spring of 2024

PREFERRED QUALIFICATIONS

- Proficiency with video editing software such as Camtasia or Adobe Premiere
- Background in graphic and/or web design or related experience
- Experience designing materials such as handouts, lesson plans, scripts, infographics
- Knowledge of accessibility standards and universal design principles
- Experience with fabrication tools such as 3D printers and Laser Cutters or other evidence of successful completion of personal, academic, or professional projects using maker technologies.
- Comfortable with utilizing and teaching others the software associated with maker technologies, such as Adobe Illustrator
- Good working knowledge of standard PC and/or Mac applications and operating systems.
- Ability to work within defined project schedules, manage multiple simultaneous projects, and multi-task effectively.

UNLV COMMITMENT to DIVERSITY

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

This is a temporary, part-time, hourly position with a stipend of \$17,000 for 2 semesters scheduled at 20 hours per week. This position is eligible for health benefits and tuition/fee assistance for up to 12 credits hours per semester.

HOW TO APPLY

Submit a letter of interest, a resume listing qualifications and experience, and the names, emails, addresses, and telephone numbers of at least three professional and/or academic references who may be contacted. to Patrick Griffis, Business Librarian, patrick.griffis@unlv.edu by **May 3, 2023**.

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

Graduate Assistant