



The University of Nevada, Las Vegas (UNLV) seeks candidates for the following **temporary part time, salaried, Letter of Appointment** position located in the University Libraries:

Electronic Resources Librarian

Role of the POSITION

The Collections, Interlibrary Loan and Acquisitions (CIA) department at UNLV Libraries seeks applicants for a temporary, part-time Electronic Resources Librarian. Reporting to the Lead Acquisitions Librarian, the Electronic Resources Librarian will assist in the management of UNLV's electronic resources including databases, e-books, streaming media, and e-journals. This role will be predominantly project based, contributing to and leading multiple projects across the department with the goal of minimizing backlogs, revising and establishing new workflows and developing documentation.

Under the direction of the Lead Acquisitions Librarian, the Electronic Resources librarian will:

- Manage the full lifecycle of electronic resources including databases, ebooks and e-journals using Ex Libris Alma/Primo
- Oversees electronic resource holdings in Alma/Primo ensuring holdings accurately reflect purchased resources
- Troubleshoot technical and access issues with electronic resources: coordinates the resolution of problems with vendors, library and information technology personnel, and other contacts as appropriate.
- Develop workflows, best practices, and documentation to manage electronic resources.

QUALIFICATIONS:

Required:

This position requires an earned Master's Degree in library or information science from an American Library Association accredited program by the date of appointment.

- Competence and sensitivity in working with individuals who are highly diverse regarding many facets of identity, including but not limited to gender, ethnicity, nationality, sexual orientation, ability, income, level of educational attainment, and religion.
- At least one year of experience managing electronic resources in a library setting.
- Experience with Alma/Primo
- Strong problem-solving and analytical skills.
- Excellent communication, organizational, and interpersonal skills
- Ability to manage multiple priorities and competing deadlines.
- Ability to work independently

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 Collections, Discovery and Scholarly Communication (CDSC) Division comprises three departments (Discovery Services, Collections, Interlibrary Loan, & Acquisitions, and Scholarly Communication and Data Services (SCADS)). The division enables the UNLV community to discover and access needed and relevant scholarly resources and to create and share impactful scholarship globally.

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, part-time, salaried position is scheduled 24 hours per week and is funded at \$3,630.85 per month minus taxes and benefits. Working hours will be scheduled between 8:00 am to 5:00 pm PST, Monday - Friday.

This position may work remotely within the United States, however local candidates have the option to work in person, if preferred. If the position is performed remotely the incumbent will be responsible for the taxes associated with the remote location. The remote or in person work schedule will be set to meet the needs of the position and the business hours of UNLV, which is in the Pacific Time Zone.

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

HOW TO APPLY

Please email a cover letter, resume, unofficial college transcripts, and contact information for three professional references to Jennifer Culley, Lead Acquisitions Librarian, University Libraries, jennifer.culley@unlv.edu. Resumes will be accepted until position is 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 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, Salaried, Letter of Appointment