The University of Nevada, Las Vegas seeks candidates for the following temporary, part-time, hourly position located in the University Libraries

Programmer (Temporary, Part-Time, Hourly)

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. The primary mission of the Special Collections and Archives Division is to collect, preserve, and provide access to rare and unique materials that support original research and scholarship. Special Collections and Archives documents and provides instruction on 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.

POSITION SUMMARY

UNLV University Libraries Special Collections & Archives seeks a temporary part-time, hourly programmer to work with the Libraries' local installation ArchivesSpace, an open-source archives collection management application of Airtable, a project management tool. The person in this position will assist with the integration of these applications by creating Airtable plugins (using JavaScript) using the ArchivesSpace, Archive-It, and Drupal APIs to facilitate automation of workflows. The Libraries seeks someone with an interest in libraries or archives, however, no prior knowledge of archives or library metadata or infrastructure is necessary. We will provide domain knowledge and basic requirements. The person in this position must have an interest in solving problems, dedication towards building and documenting sustainable code, and a willingness to continuously learn. This temporary part time, hourly position is scheduled 19 hours/week, from November 1, 2021 to June 30, 2022. Hours will be scheduled between 8:00 a.m. and 6:00 p.m., Monday-Friday. Hours may be set to accommodate the class schedule of the person in the position. The purpose of this position is to provide development support for the implementation and integration of specialized applications used in the management of special collections, archives, and digital assets.

RESPONSIBILITIES
This position will:

- Assist in developing Special Collections & Archives technical infrastructure
- Use APIs to integrate workflows across applications (e.g. ArchivesSpace, Drupal, Archive-It, and Airtable)
- Automate ArchivesSpace workflows, such as online publications and Excel imports
- Implement ArchivesSpace locations module
- Update CSS for ArchivesSpace PDF export
- Use APIs to synchronize Archive-It metadata with Drupal
- Assist lead developer as needed with development of Digital Asset Management System (DAMS)

WORKING CONDITIONS

- Standing
- Walking
- Sitting at a computer screen
- Bending and stretching
- Exposure to dust

QUALIFICATIONS

Required

- Experience programming in JavaScript
- Demonstrated aptitude and passion for learning new technologies
- Strong attention to detail and ability to follow directions
- Ability to think outside the box and problem solve
- Ability to work creatively and collaboratively as part of a diverse team, promoting inclusiveness and equity
• Excellent communication skills, including the ability to explain complex technical concepts to a non-technical audience

Preferred
• Experience with API frameworks (e.g. REST, SOAP)
• Experience using a version control system such as Git
• Experience with CSS

SALARY
This is a temporary, part-time, hourly funded position for up to eight months at $25 per hour. No benefits. 19 hours per week.

APPLICATION DETAIL
Please send
1. Cover letter (letter of interest)
2. Résumé
3. Contact information for three professional references
to Cyndi Shein, Head of Special Collections & Archives Technical Services, University Libraries, cyndi.shein@unlv.edu.
Application materials will be reviewed on October 25, 2021. Applications will be accepted until the position is filled.

UNLV COMMITMENT to DIVERSITY
The successful candidate will demonstrate support for diversity, equity and inclusiveness as well as participate in maintaining a respectful, positive work environment.

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.

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.

EEO/AA STATEMENT
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.

TITLE IX STATEMENT
UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of 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, color or religion pursuant to Title 4, Chapter 8, Section 13 of the NSHE Handbook. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV’s Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

Job Category
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