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

**Makerspace Supervisor (Temporary, Part-Time, Salaried)**

**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 130 experienced faculty librarians, professionals, and staff members. The Research and Education (RED) Division has six departments (Library Liaisons Program, Educational Initiatives, Research, Innovation and Creation, Access Services, and Safety & Loss Prevention and Teacher Development & Resources Library), three branch libraries (Architecture Studies Library, Music Library, and Teacher Development & Resources Library), and has 40 staff members, of which 21 are library academic faculty. RED 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.

**POSITION SUMMARY**
This **temporary, part-time, salaried position is scheduled 39 hours/week, from October 1, 2021 to June 30, 2022.** Hours will be scheduled between 8:30 a.m. to 5:30 p.m., Monday – Friday. The purpose of this position is to provide operational and instructional support for equipment and software in the Makerspace and Multimedia Studios. These dynamic and innovative spaces focus on fostering UNLV community-driven learning experiences through specialized technology and expert assistance. **Reports to the Head, Research, Innovation, and Creation.**

**VACCINATION MANDATE POLICY**
Per the [Nevada System of Higher Education (NSHE) Emergency COVID-19 Employee Vaccination Policy](https://www.unlv.edu/hr/health/vaccination-policy), all NSHE employees must be vaccinated against COVID-19 or have an approved medical or religious waiver request. All candidates for employment must have this information on file with Human Resources prior to their start date. Information about how the policy applies to new hires is now available on the [COVID-19 Employee Vaccine Mandate webpage](https://www.unlv.edu/hr/health/vaccine-mandate).

**RESPONSIBILITIES**
This position will:

- Provides oversight for the daily operations of the Makerspace
- Assists with operations of the Multimedia Studios
- Ensures the safety & cleanliness of the Makerspace and Multimedia Studios
- Troubleshoots and maintains technical equipment in collaboration with Library Systems
- Hires, trains and supervises student workers
- Understands and uses the UNLV University Libraries Supervisory Competencies as the framework for successful supervisory behaviors and as the foundation for his or her supervisory interactions with employees as appropriate to supervisory level
- Orders and maintains Makerspace supplies
- Schedules, coordinates, and facilitates Makerspace orientations
- Provides UNLV student, staff, and faculty with training on how to use the Makerspace and Multimedia equipment, including one-on-one scheduled consultations with patrons to assist with the design process
- Implements new technologies as needed, learns how to use them, and teaches others how to use them
- Assists users with maker tools and equipment
- Assists users with design drawings and other concept development
- Assists users with sound and video production and post-production
- Creates and maintains learning guides and support materials
- Monitors and maintains making supplies and tools
- Follows and enforces safety guidelines
- Develops and maintains consistent policies and workflows for services
- Performs light equipment maintenance and cleaning, such as sweeping and dusting
- Records use statistics and update user records with appropriate information
Masters the fundamental operations of hardware, software, and other tools used across these spaces
Actively learns and increases knowledge of relevant tools and technologies
Performs other duties and completes special projects as assigned

WORKING CONDITIONS

- Standing
- Walking
- Sitting at a computer screen
- Bending and stretching
- Physically lifting and moving materials weighing up to 40 lbs.
- Pushing carts with materials weighing up to 50 pounds
- Working with digital fabrication equipment, hand tools, and electronics
- Exposure to dust

QUALIFICATIONS

Required

- 1-2 years working in an academic or public library or other educational setting—teaching, supervising, and/or engaging with students
- Working knowledge of vector graphic editors (preferably in relation to laser or vinyl cutting equipment)
- Experience with 3D modeling equipment and software (such as basic CAD skills)
- Demonstrated aptitude and passion for learning new technologies
- Ability to work creatively and collaboratively as part of a diverse team, promoting inclusiveness and equity
- Strong attention to detail and ability to follow directions
- Excellent communication skills, including the ability to explain complex technical concepts to a non-technical audience

Preferred

- Experience with two or more of the following: 3D printing, laser cutting, vinyl cutting, sewing, and other electronics
- Software skills with products such as Solid Works, Tinkercad, Cut Studio, Adobe Illustrator, AutoCad, Cura, are highly desired.

This position will also be responsible for the supervision of up to six student workers preferred

SALARY

This is a temporary, part-time, salaried funded position $3,656 per month minus taxes with benefits. 39 hours per week.

APPLICATION DETAIL

Please send a cover letter, resume, and contact information for three professional references to Darcy Del Bosque, Head of Research, Innovation, and Creation, University Libraries, darcy.delbosque@unlv.edu. Resumes accepted until 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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