

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

## Outreach and Instruction Specialist

### 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, Knowledge Production, Access Services, and Safety & Loss Prevention, 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 position is scheduled 19 hours/week, from August 2021 to June 2022. Hours will be scheduled between Monday – Friday, primarily during the day. On occasion, position may be asked to work evenings.

**RESPONSIBILITIES:** Reports to the Outreach Librarian. This position will...

- Assist with the provision of undergraduate student engagement and outreach activities throughout the year
- Support with event planning, promotion, and execution of library events such as student orientations, Welcome Weeks, and study week
- Assist with administrative management of the Calvert Award for Undergraduate Research
- Teach information literacy library instruction sessions for English 102 courses
- Work with outreach librarian and teaching and learning librarians on instruction activities with K-12 audiences
- Prepare, develop, and update research guides for targeted audiences
- Provide library tours and orientations to community groups as needed
- Manage and oversee outreach supplies and requests for marketing materials
- Represent the library at campus events (e.g., attend student organization meetings, Student Engagement & Diversity events)
- Represent the UNLV University Libraries to a variety of audiences
- Work independently on outreach related projects

### WORKING CONDITIONS:

- Meeting with campus colleagues and student organizations requires walking to various locations on campus.
- Sitting and standing for various intervals in an office environment and in the library classroom
- Ability to lift up to 20lbs (i.e., carrying outreach supplies and materials for short distances)
- Ability to load, unload, and push carts with outreach supplies and materials

### QUALIFICATIONS:

#### Required:

- \* Bachelor's Degree
- \* Ability to interact effectively with people from various backgrounds
- \* Commitment to student learning and success
- \* Interest, knowledge, and understanding of academic outreach and information literacy best practices
- \* Strong attention to detail and ability to follow directions
- \* Effective communication, interpersonal, and organizational skills

#### Preferred:

- \* Experience giving oral presentations
- \* Experience teaching information literacy skills

\* Experience authoring or updating web content (including course websites)

\* Experience working in an academic library setting

## **SALARY**

This is a temporary funded position for \$20.00 an hour/19 hours a week. No benefits.

## **APPLICATION DETAIL**

Please send a cover letter, resume, and contact information for three professional references to Rosan Mitola, Outreach Librarian, University Libraries, [rosan.mitola@unlv.edu](mailto:rosan.mitola@unlv.edu). Resumes will be 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](mailto: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.