

The UNLV University Libraries seeks candidates for the following paid **temporary** hourly donor-funded position:

## **Library Liaisons Program Fellow**

### **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 hourly position will be responsible for creating online resource guides, tutorials, and promotional materials related to career development resources available from the UNLV University Libraries. These materials will be hosted on the UNLV University Libraries website and linked on-campus partner websites. Work hours are flexible and based on the successful candidate's availability.

### **RESPONSIBILITIES**

Reports to the Career Services/Hospitality Librarian. This position will collaborate with library staff and career services campus partners to conduct research, plan, and create online guides and tutorials for career development resources.

In order to promote the career development resources available through the UNLV University Libraries, we offer a Spring Fellowship to a graduate student who can develop online instructional content.

This position will require the applicant to utilize a computer and have access to the Internet in order to complete the work. If the applicant does not have access to a computer or the Internet, UNLV OIT can provide temporary access to a laptop and a hot spot.

### **WORKING CONDITIONS**

- Will require sitting at a computer screen.
- Remote Work

### **QUALIFICATIONS**

#### **Required**

- Experience creating instructional materials and/or online tutorials
- Strong attention to detail and ability to follow directions
- Effective communication, interpersonal, and organizational skills
- Ability to quickly learn to use new software
- Experience using an academic library to conduct research (i.e. using databases and other credible sources)

#### **Preferred**

- Experience with tutorial software like Adobe Captivate or Camtasia.
- Experience editing video and images

## **SALARY**

This is a temporary hourly funded position for 9 weeks/\$20 per hour minus taxes. No benefits. 20 hours per week.

*NOTICE: Pursuant to Assembly Bill (AB) 3 passed by the Nevada State Legislature during the 31st Special Legislative Session, employees are required to take furlough at a 4.6 percent monthly reduction in compensation from January 1, 2021 through June 30, 2021.*

## **APPLICATION DETAIL**

Interested candidates should submit a letter of interest, writing sample, and resume indicating relevant skills and expertise to Lateka Grays, Career Services/Hospitality Librarian, [lateka.grays@unlv.edu](mailto:lateka.grays@unlv.edu). The deadline to apply for the fellowship is January 30, 2021.

## **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.