The UNLV University Libraries seeks candidates for the following paid temporary hourly position

**Bindery Operations and Processing Specialist**

**PROFILE of the UNLV UNIVERSITY LIBRARIES**
As a strong partner in research and student learning, UNLV Libraries fosters critical thinking and lifelong learning with innovative services, entrepreneurial staff, outstanding digital collections, up-to-date technology and internationally renowned Special Collections, including two research centers: the Center for Gaming Research and the Oral History Research Center. University Libraries is comprised of Lied Library and four branch libraries and we are a gateway to more than 80,000 electronic journals and 1.7 million books, including e-books. We welcome individuals with diverse backgrounds to join our growing organization of over 130 experienced faculty librarians and staff members supporting teaching, learning, research and creative endeavors at one of the nation's fastest growing universities. The Collections, Acquisitions and Discovery (CAD) Division is comprised of three departments (Discovery Services, Continuing Resources and Collections and Scholarly Communication Initiatives) and has 20 staff. CAD supports the University and Libraries' teaching, research and community engagement missions by acquiring, organizing, maintaining and making discoverable all needed and relevant materials, regardless of format and ownership, in the most efficient, effective and innovative ways possible.

**POSITION SUMMARY**
This temporary hourly position is scheduled 10-30 hours/week, from January 2021 to June 2021. Hours will be scheduled between 9 a.m. and 6 p.m., Monday – Friday. Hours per week will vary depending on the status of bindery shipments and other physical item projects. This position will be required to work on-site in Lied Library; no remote work will be supported.

**RESPONSIBILITIES**
Reports to the Head, Discovery Services. This position will…

- Prepare physical material for the commercial bindery, including using work orders in the Libraries’ Alma system, printing bindery slips using the bindery's web-based ABLE program, and boxing and arranging for shipping of items to the commercial bindery. Process bound items when they are returned from the commercial bindery, including verifying items were bound as requested, creating item records or updating existing item records in Alma, and distributing items returned from the bindery.
- In addition to bindery-related tasks, this position will support other physical item projects by scanning items that are part of other projects into the correct work orders in Alma, verifying that the items requested are the items received, and depending on the project, routing items for appropriate physical disposition.
- Review documentation and update documentation as appropriate.

**WORKING CONDITIONS**
- Sitting at a computer screen
- Physically lifting and moving materials weighing up to 50 lbs.
- Maneuvering book trucks weighing up to 100 lbs.
- Bending and stretching, and exposure to dust.

**QUALIFICATIONS**
Required
- Graduation from high school or equivalent education and three years of increasingly responsible experience working in a library, or other cultural heritage institution, including one year of work performing duties such as copy cataloging,
acquisitions, electronic resource management, interlibrary loan and/or circulation. OR one year of experience as a Library Technician I in Nevada State service; OR an equivalent combination of education and experience as described above.

- Experience using a data entry or inventory system
- Strong attention to detail and ability to follow directions
- Effective communication, interpersonal, and organizational skills

Preferred

- Experience with a library management system such as Ex Libris Alma preferred
- Experience working in an academic library setting preferred

SALARY

This is a temporary hourly funded position for 6 months/$19.13 per hour minus taxes. No benefits. 10-30 hours per week.

NOTE: 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

Please send a cover letter, resume, and contact information for three professional references to Carol Ou, Head of Discovery Services, University Libraries, carol.ou@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, 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.