

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

Institutional Repository 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 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.

This position is located in the Scholarly Communication Initiatives (SCI) department, which resides in the Collections, Acquisitions and Discovery Division. The Scholarly Communication Initiatives department provides expertise and high-level support in the areas of publishing, preserving, and measuring the impact of scholarship produced at UNLV. Current initiatives of this dynamic and growing department include the education and expansion of open access options to UNLV researchers, defining the role of the institutional repository Digital Scholarship@UNLV in the broader UNLV research information management ecosystem, supporting and educating UNLV researchers and administrators in their use of impact metric tools, and assisting researchers in managing their online identities and reputation.

POSITION SUMMARY

This temporary hourly position is scheduled 20 hours/week, from January 2021 through June 2021. Hours will be scheduled between 8 a.m. and 5 p.m., Monday – Friday. Remote working will be permitted in accordance with UNLV's response to COVID-19 and Libraries' local policies.

RESPONSIBILITIES

Reports to the Interim Head, Scholarly Communication Initiatives, and this position will oversee and maintain workflows and processes to ingest content into the Libraries' Institutional Repository. Specific tasks will be:

- Oversee workflows associated with collecting student and faculty work and displaying it in the institutional repository (IR).
- Create, fill out, and revise entries for electronic theses and dissertations, and other publications from campus affiliates. Duties include creating metadata for entries, contacting authors and answering their questions, and completing monthly, annual, and other recurring content harvesting tasks.
- Provide metadata for ingested work, such as working with ORCID identifiers and providing DOIs to unique UNLV publications.
- Provide metadata for UNLV centers, institutes, and other affiliated groups, such as working with ORCID identifiers and providing DOIs for unique UNLV publications.
- Contact copyright holders to request permission to place in the IR as needed.
- Maintain physical and digital files relating to permissions for materials placed in the IR.
- Provide excellent customer service and responds in a timely and professional manner to inquiries from UNLV staff and faculty, vendors, current and former students, etc.
- Contribute monthly statistics on Digital Scholarship platform usage to Library Assessment.

- Assist the department with developing tasks for student workers and provide support for student workers assigned to those tasks

WORKING CONDITIONS

- Sitting at a computer screen

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 **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.
- Strong attention to detail and ability to follow directions
- Demonstrated ability to work independently
- Effective communication, interpersonal, and organizational skills
- Experience working with the suite of products in Microsoft Office (e.g. Word/Excel) and Google (e.g. Docs/Sheets)
- Knowledge of scholarly publishing and citation practices

Preferred

- Experience managing projects
- Experience using the bePress system
- Experience with data entry work
- Experience working in an academic library setting
- Knowledge of the types of research outputs generated by students and faculty at an academic institution

SALARY

This is a temporary hourly funded position for 6 months/\$19.13 per hour minus taxes. No benefits. 20 hours per week.

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 Andrea Wirth, Interim Head, Scholarly Communication Initiatives, University Libraries, andrea.wirth@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.