



Head, Special Collections Research, Engagement, and Instruction

The University of Nevada, Las Vegas invites applications for **Head, Special Collections Research, Engagement, and Instruction, UNLV University Libraries [R0152688]**

ROLE of the POSITION

Reporting to the Director of Special Collections and Archives (SCA), the Head of Special Collections Research, Engagement, and Instruction provides direction, leadership, and expertise for all public services functions of the division, including reference and research services, circulation and security, outreach and promotion, and primary source literacy instruction. The position leads the planning, development, implementation, promotion, and assessment of user-centered services provided to students and patrons, ensuring an integrated and coordinated approach to customer service, community engagement, and teaching in line with SCA and UNLV Libraries priorities. This role collaborates within SCA and across the Libraries to increase the visibility and use of services and collections, enhance student academic success, and remove barriers to access of collections. The position directly supervises 1 FTE and may directly or indirectly supervise a variable number of undergraduate and graduate student assistants as resources allow. The Head of Special Collections Research, Engagement, and Instruction is a core member of the SCA Area Leads Team, the division's cross-functional leadership team, which advocates for the work and staff of the division.

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 120 experienced faculty librarians, professionals, and staff members.

The primary mission of the Special Collections and Archives Division is to collect, preserve, provide discovery and access to, and promote, interpret, and instruct in the use of our materials. Special Collections and Archives documents the history, culture, and physical environment of the city of Las Vegas, the Southern Nevada region, the global gaming industry, and the University of Nevada, Las Vegas. Our collections include manuscripts, books, photographs, periodicals, maps, architectural drawings, oral history interviews, audiovisual materials, University archives, born-digital records, and other cultural artifacts. Significant collecting areas are: gaming and gambling; regional community groups and organizations; sexual entertainment and economies; Las Vegas entertainment and the arts; Las Vegas and urban resort architecture; mining and railroads; and Southern and Central Nevada history.

The division is comprised of three departments: Technical Services; Research, Engagement, and Instruction; and Digital Collections. It also includes the Libraries' preservation unit and conservation lab and the Oral History Research Center. Staff includes 10 academic faculty positions, 6 administrative faculty positions, and multiple student and temporary positions.

COMMITMENT TO DIVERSITY OF THE UNLV UNIVERSITY LIBRARIES

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.

MINIMUM QUALIFICATIONS

This position requires an earned Master's Degree in Library or Information Science from an American Library Association accredited program and at least 5 years of experience providing public services in an archives or special collections. Credentials must be obtained prior to the start date.

- Experience providing effective reference support to diverse communities of users, both virtually and in person
- Experience teaching in an archives or special collections, including collaborating with faculty, providing support and guidance for designing assignments using collections, and designing engaging learning activities for students at all levels
- Experience with common circulation, project management, and collection management systems such as Aeon, Alma/Primo, ArchivesSpace, Springshare products, and AirTable
- Knowledge of current and emerging trends in research and instructional services
- Knowledge of primary source information literacy theory and practice
- Excellent written and verbal communication skills
- Competence and sensitivity in working with individuals who are highly diverse regarding many facets of identity, including but not limited to gender, ethnicity, nationality, sexual orientation, ability, income, level of educational attainment, and religion

PREFERRED QUALIFICATIONS

- Experience supervising professional, paraprofessional, and/or student employees
- Experience providing outreach services to diverse audiences of students, faculty, and community members
- Knowledge of community archives practices
- Knowledge of assessment tools and techniques
- Expertise in Las Vegas and Southern Nevada history

COMMITMENT to DIVERSITY and CAMPUS VALUES

A successful candidate will support diversity, equity, and inclusiveness and contribute to a respectful, positive work environment. They will use our [Campus Values](#) to guide their decisions and actions and demonstrate our Rebel spirit.

SALARY

This is a full-time, 12-month, tenure-track position at the rank of Assistant Professor (Rank II, tenure-track) or Associate (Rank III, tenure-track/tenure). Minimum starting salary is \$75,600, or commensurate with the labor market. For more information on salary ranges please visit [UNLV Salary Range](#).

In addition, University Libraries is committed to and helps fund professional development opportunities: each position receives annual allotment for professional development activities.

BENEFITS OF WORKING AT UNLV

- Competitive total rewards package including:
 - Paid time off, sick leave, and holidays
 - Excellent health insurance including medical, dental and vision
 - Comprehensive retirement plans and voluntary benefits programs
- No state income tax
- Tuition discounts at Nevada System of Higher Education (NSHE) schools
- Tuition discounts for spouses, domestic partners, and dependents

PERKS & PROGRAMS

- Employee recognition and appreciation programs
- UNLV athletics ticket discounts
- Statewide employee purchase program discounts
- [RebelCard](#) discounts on and off campus
- [Wellness programming](#) for all UNLV faculty and staff at no cost
- Opportunity for career advancements to leadership roles
- [Connect with colleagues with shared interests](#)
- [Personal and professional development opportunities](#)
- A comprehensive onboarding program, [Rebels: Onboard](#)
- Support and resources available for veteran applicants — contact vetjobseekers@unlv.edu or visit our [Veterans Webpage](#).

REVISED HOW TO APPLY

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, email addresses, and telephone numbers of at least three professional references who may be contacted. References will not be contacted until the search chair notifies you in advance.

Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based. Materials should be addressed to the **Head, Special Collections Research, Engagement, and Instruction Search Committee Chair**.

Although this position will remain open until filled, review of candidates' materials will begin on **Tuesday, September 15, 2026**.

Applications must be submitted electronically through Workday. Please note that emailed materials will not be accepted.

Veterans are encouraged to apply. UNLV values the skills of those who have served. Learn more at [Veterans Webpage](#) or contact vetjobseekers@unlv.edu for support.

For assistance with the application process, **please review instructions on How to Apply**. For further assistance contact UNLV Human Resources at (702) 895-3504 or UNLVJobs@unlv.edu.

SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES

UNLV employees or employees within the [Nevada System of Higher Education \(NSHE\)](#) MUST use the "Find Jobs" process within Workday to find and apply for jobs at UNLV and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the job requisition number, **"R0152688"** in the search box.

If you complete an application outside of the internal application process, **your application will be returned and you will have to reapply as an internal applicant which may delay your application.**

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution comprised of approximately 34,000 students and more than 4,451 faculty and staff. To date, UNLV has conferred more than 186,000 degrees, producing more than 151,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity, and is a recipient of the Carnegie Classification for Community Engagement. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report's annual listing of the nation's most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at: <http://www.unlv.edu>

EEO/AA STATEMENT

The University of Nevada - Las Vegas (UNLV) is committed to providing a place of work and learning free of discrimination on the basis of a person's 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 (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible. Women, minorities, and veterans are encouraged to apply.

TITLE IX STATEMENT

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Mail Stop 1062, Las Vegas, NV 89154-1062, Campus Services Building (CSB) Room 246, Telephone: (702) 895-4055; Email: titleixcoordinator@unlv.edu, or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the [Office of Equal Employment & Title IX](#) webpage.

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.

JOB CATEGORY

Academic Faculty