The Nevada System of Higher Education
Position Announcement
Chief of Staff and Special Counsel to the Chancellor

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Chief of Staff and Special Counsel to the Chancellor. This is a renewable, full-time, non-tenured, administrative position and reports to the Chancellor. The position will be located in Las Vegas. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada serves over 100,000 students statewide.

Under the direction of the Chancellor, the position is responsible for supporting the Chancellor and System Administration and ensuring timely, consistent implementation of, and adherence to, the policies and procedures of the Board of Regents. The position will oversee and manage the Las Vegas office operations and work with System Counsel and the Vice Chancellors to coordinate administrative functions and implementation of policies between the northern and southern locations. The incumbent will oversee and manage special projects and serve as advisor to the Chancellor with responsibility for developing external strategies and proposals. The incumbent will act for the Chancellor on a variety of delegated matters, including contract and document review for conformance with System policies and serving as his representative in various capacities. The incumbent may at times act in the place of and on the authority of the Chancellor in implementing Board policy and the directives of the Chancellor.

GRADE: 2

APPROXIMATE STARTING DATE: August 1, 2015

MINIMUM QUALIFICATIONS: The successful candidate must have an advanced degree from an accredited institution. A Juris Doctor (J.D.) degree and current membership in the Nevada Bar is preferred. A minimum of seven years progressive experience directly applicable to the position or the equivalent specialized qualifying experience is required.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in their letter of application:

- Working knowledge of the Nevada Revised Statutes and various applicable federal and state laws, including employment laws and practices and administrative law
- Understanding of State Legislative and budget processes and expectations, familiarity with executive and legislative branch leadership, and the political and economic environment and dynamics of the State of Nevada
- Effective administrative and management skills; strong computer, written, oral and interpersonal communication skills; familiarity with organizational development initiatives and strategic planning
- A high degree of organizational skills for multi-tasking and tracking of multiple projects simultaneously
- Legal practice skills relating to contract drafting and interpretation, establishment and enforcement of policies and procedures, and internal investigations and employment law issues
- Proven record of leadership ability in dealing with a variety of constituencies
- The ability to relate to a diverse group and inspire cooperation among individuals and institutions to achieve a common goal
- The ability to analyze issues and make quick decisions in a political environment
- Ability to collaborate with other senior administrators to achieve positive, timely and workable results
- Ability to clearly communicate complex ideas, mediate differences, run meetings of highly opinionated persons, make clear decisions and balance process versus need for certainty
RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility:

- Act as special projects officer for the Chancellor at the will and direction of the Chancellor
- Serve as the Chancellor’s representative at various events and for various matters working with and directing on the Chancellor’s behalf, as necessary, the Vice Chancellors, institutional Presidents and NSHE executive staff
- Serve as chief operating officer for the Las Vegas System office on a day-to-day basis, which may include addressing employment law issues and making and implementing recommendations concerning investigations or resolution of various matters
- Manage the general operation of the Las Vegas System Office of the Chancellor and coordinate with the Reno System Office to ensure consistency in policies and practices
- Assist in the development and enforcement of administrative policies and procedures and advance the Chancellor and the Board’s vision and direction of NSHE’s strategic plan
- Draft and interpret contacts and ensure compliance with policies and procedures
- Assist in the construction of the Board of Regents’ agenda in conjunction with the Board staff and the Chancellor’s Cabinet and advise the Board on policy matters from time-to-time to include meetings and committees
- Attend meetings of the Council of Presidents and assist the Chancellor in collaborating and communicating with the Presidents and insure timely follow up of agreed upon initiatives
- Assist the Chancellor in establishing legislative, administrative and community strategy and maintaining those relationships, which may require attendance of sessions of the Legislature and its interim committees as well as community based meetings and organizational gatherings
- Prepare and/or edit strategic communications, reports and proposals for the Chancellor as needed
- Work closely with System Counsel to ensure clear and consistent application of applicable laws and Board of Regent policy at all NSHE institutions.
- Provide supervision to classified and professional System Administration employees located in the Las Vegas office

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at http://system.nevada.edu/Careers/index.htm. For assistance with NSHE’s on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until position is filled, however, to ensure full consideration, applications should be submitted by June 30, 2015.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity or gender expression.