

**The Nevada System of Higher Education
Position Announcement
For
Communication Specialist**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Communication Specialist. This position is a grant-funded, full-time, non-tenured, administrative position and reports to the Director. The position will be located in Las Vegas, Nevada. 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.

The Communication Specialist for the Nevada System of Higher Education, System Sponsored Programs and Nevada Experimental Program to Stimulate Competitive Research (SSPO/EPSCOR), will be responsible for developing and implementing public information activities to serve the needs and promote SSPO/EPSCoR and specifically the National Science Foundation (NSF) EPSCoR program. For more information please visit <http://epscorspo.nevada.edu/>

SALARY: Minimum starting salary of \$55,000

APPROXIMATE STARTING DATE: February 1, 2014

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor's degree from an accredited institution. A minimum of three years progressive experience directly applicable to the position is required. Candidates must have effective interpersonal skills, autonomous direction, knowledge of news media, excellent grammar, syntax and vocabulary skills including awareness of work connotations and politically correct usage, excellent writing and editing skills, understanding of design and printing procedures, and hands-on-experience developing social media. Experience with Microsoft Office Suite, advanced skills using desktop publishing and ability to work with software utilizing graphics and layouts for print materials.

Preference will be given to candidates who have experience in public relations, higher education, marketing, special events and/or media experience.

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 the letter of application.

Minimum Requirements:

- Ability to communicate effectively to a variety of audiences, including faculty, students, peers, administration and community
- Ability to write creative, engaging, persuasive copy
- Ability to write concise and accurate stories quickly
- Ability to copyedit according to prescribed style and format
- Highly motivated and works well both independently and in a team environment

- Ability to handle multiple projects/assignments concurrently and be very results-oriented
- Ability to provide leadership for projects to create high-quality communications on deadline

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within the System Sponsored Programs and EPSCoR Office:

Media Relations:

- Serve as point of contact with the media and writing stories and news releases on events, highlights and program achievements
- Strategically distribute news releases to media for maximum coverage using a variety of electronic media
- Maintain accurate media contact lists
- Lead media-relations efforts quickly responding to media queries, providing accurate information to reporters and developing positive working relationships with media outlets

Publications:

- Create all publications to include newsletters, flyers and brochures
- Provide guidance and edit publications for faculty, as needed, for clarity, correctness and “brand” of EPSCoR

Event Planning and Communications:

- Lead events for EPSCoR to include: logistics, on site coordination, vendor relations, transportation, promotion and publicity of event, etc.
- Help plan and develop displays for EPSCoR annual meetings
- Work with multiple vendors

Marketing:

- Provide direct contact with currently contracted vendor for branding
- Work directly with faculty to meet benchmarks and deliverables of external engagement component of NSF EPSCoR

Internal (NSHE) Communications:

- Publish quarterly highlights of program(s)
- Assist with compiling annual report narrative of impacts/highlights for federal agencies

External Communications:

- Coordinate meetings with delegates, community presentations and speaker requests
- External engagements could include stakeholders, community, media, government communication correspondence

Internet & Social Media:

- Provide vision and leadership for the SSPO/EPSCoR website and social media, provide content and oversee design, collaborate with Web Designer on technical issues related to web apps and site hosting

- Regularly update news and event pages on website and social media

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: The position will remain open until filled; however, preference will be given to those who apply by January 12, 2014.

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.