

**The Nevada System of Higher Education  
Position Announcement  
For  
Project Manager – Nevada Industry Excellence (formerly Management Assistance Partnership MAP)**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Project Manager. This is a renewable, contingent upon funding, administrative position and reports to the Deputy Director. One position will be filled in **Las Vegas, NV**. The NSHE is comprised of eight relatively diverse institutions: Two universities, a state college, four community colleges, and a research institute. Nevada Industry Excellence serves as an industrial extension program and also is the state's Manufacturing Extension Program (MEP) Center. The public system of higher education in Nevada continues to experience rapid growth with significant challenges and opportunities in serving 100,000 students and 12,000 employees.

The Nevada Industry Excellence (formerly Management Assistance Partnership - MAP) Project Manager works directly with Nevada's industrial companies to speed the flow of new technology, information, best business practices, and workforce development by providing both direct and referral services focused on the manufacturing, construction and mining industries. Account management, sales and project management are the significant responsibilities for the position. For more information on Nevada Industry Excellence, go to [www.NevadaIE.com](http://www.NevadaIE.com).

**SALARY:** Annual starting salary \$63,618

**STARTING DATE:** Approximately March 1, 2013

**MINIMUM QUALIFICATIONS:** A Bachelor's degree (preferably in Business, Engineering or Technical) from an accredited institution is preferred, but could be substituted by 7 to 10 years of relevant experience. A minimum of five years of recent professional experience involving a wide range of business to business processes and practices as well as general managerial business experience are required. Preference will be given for consulting, client management or sales experience in an industrial environment. A personal vehicle for reimbursable travel is required.

**Duties & Responsibilities Include:**

- Identification of and personal contact with prospective clients (will include cold-calling)
- Engaging prospective clients through the entire process of prospecting, assessing, selling, contracting, coaching, project management and gathering of measurable impacts
- Conducting on-site visits
- Assessing the technical and business status of each contact, identifying and recommending specific NSHE, Nevada Industry Excellence, MEP and other public/private support services necessary to resolve client needs and promote business growth
- Preparing technical assistance project proposals and contracts. Negotiating appropriate agreements. Being accountable for an annual sales/bookings/business engagement quota.
- Ability to work collaboratively in a team environment.
- Ability to comply with detailed protocols and procedures
- Taking initiative and being a self-starter
- Computer skills and proficiency within Microsoft Windows and Office applications
- Providing coordination and oversight of multiple Nevada Industry Excellence engagements
- Fulfilling administrative reporting requirements
- Planning and conducting numerous community-wide forums, workshops and presentations to discuss and market existing and proposed NSHE, Nevada Industry Excellence and MEP outreach resources and initiatives
- Coordinate and deliver public workshops
- Communicate effectively using excellent written, oral and computer skill
- Perform other Nevada Industry Excellence assignments, as required
- Substantive local travel and field-work is required

**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. Background checks and credit checks may also be conducted. Review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted on-line 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](mailto:lori_mandracchio@nshe.nevada.edu).

The deadline for submission is January 27, 2013.

For more information about the Nevada System of Higher Education, please visit our website at [www.nevada.edu](http://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.