

**The Nevada System of Higher Education
Position Announcement
For
Chief of Staff**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of **Chief of Staff**. This is a renewable, full-time, administrative position and reports to the Chancellor. The Chief of Staff is a new position designed to provide regular support to the Chancellor in all aspects of his NSHE duties and responsibilities. The position may be located in either the Las Vegas or Reno System Office.

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 105,000 students and 12,000 employees statewide. The position is open only to current Nevada System of Higher Education (NSHE) employees at System Administration or its eight institutions. All administrative and academic faculty who meet minimum requirements may apply. (Tenured faculty may transfer to the system administration office without losing tenure in the institution where tenure was granted for up to three (3) years or more as approved by the Board.)

SALARY GRADE: E

APPROXIMATE STARTING DATE: October 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have at least a Master's or equivalent post-graduate degree from a regionally accredited institution and six (6) years of professional experience in higher education, preferably within NSHE.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates must possess and address the following in their letter of application when applying for this position: a thorough knowledge of higher education; evidence of exceptional organizational skills; and excellence in both written and verbal communication. Demonstrated ability to keep information confidential and use of good judgment in decision-making are critical attributes.

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within the Chancellor's Office:

The Chief of Staff acts as the point of coordination for the Chancellor for all major undertakings and issues. As assigned, and under the Chancellor's direction, the Chief of Staff coordinates, manages, tracks and reviews his tasks and projects. When requested, this position shall accompany the Chancellor to meetings and keep a record of items requiring follow-up action.

The Chief of Staff may serve as a point of contact for Regents, Presidents and other external constituents on behalf of the Chancellor. This position (a) serves as a member of the Chancellor's Cabinet and, as such, helps shape the System agenda in regard to issues and projects, (b) initially reviews materials that come to the Chancellor with recommendations for

action, approval or delegation, and (c) establishes the agenda for Cabinet meetings and for Council of Presidents meetings in consultation with the Presidents.

TO APPLY: The application process will be managed 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 Christine Casey, Sr. Human Resources Director, and are to be submitted via on-line application at <https://hrsearch.nevada.edu/>. 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 the position is filled, however to ensure full consideration, applications should be submitted by **September 12, 2017**. This position will begin as soon as possible; interviews with selected applicants who meet minimum requirements will begin immediately.

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.