

**The Nevada System of Higher Education
Position Announcement for
Assistant Director and Finance Lead, iNtegrate 2**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Assistant Director and Finance Lead, iNtegrate 2. This is a renewable, full-time, non-tenured, administrative position and reports to the Vice Chancellor for Information Technology. The position may be located in either Las Vegas or Reno, NV. 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 continues to experience growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The iNtegrate2 Finance Lead will assist with tactical planning, guidance, design and support of the Financial Management application during the iNtegrate 2 Project implementation process. System Computing Services (SCS) enterprise information systems support the critical business functions of the NSHE campuses. The incumbent is a subject matter expert who is responsible for the guidance, analysis, design, development, configuration and implementation of the Workday financial enterprise information systems provided by SCS to the NSHE community. This position will function in an assistant director role through project go-live, backing up the Director in all policy, management and personnel areas including coordinating team personnel. Upon go-live, anticipated for October 2017, the position will assume the overall Director role related to the ongoing operation of iNtegrate 2.

SALARY: Grade E

APPROXIMATE STARTING DATE: February 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor's degree in computer science, business administration, finance or related field from a regionally accredited institution, with ten years of progressively responsible professional/managerial and project management experience OR a Master's degree and seven years of comparable professional experience. Five years of experience in a senior financial management position for a higher education or local governmental entity is required. Candidates must also show demonstrated success in leadership of large, complex projects and demonstrated success in leadership within a higher education or local governmental entity.

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:

- Analysis and problem solving skills, creativity, verbal and written communication skills, interpersonal skills, demonstrating tactfulness and the ability to provide guidance as well as function in a team environment
- Functional and subject matter knowledge and demonstrate the ability to understand the technical aspects of the information technology services provided by the project office
- Business process re-engineering concepts and application
- Experience in managing a variety of large and/or complex IT implementations and the ability to understand SCS resources and procedures.
- Ability and interest to learn new techniques, tools and methodologies related to information systems
- Ability to manage highly complex situations and relationships
- Exceptional organizational and communication skills; proven strategic planning and execution skills

- Effective interpersonal, writing and leadership skills
- Demonstrated success in management of large, complex technology implementation projects with contracts, vendors and organizations
- Ability to orchestrate collaboration among the stakeholders at the System and campus level

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility:

- Continual monitoring of design and implementation issues, identification of risks and recommended course of action to the Project Management Office (PMO), the Steering Committee/Chancellor to engage to ensure project success
- Carry out the project's established implementation strategy and methodology
- Facilitate System-wide issue resolution and decision-making processes in consultation with the iNtegrate2 Steering Committee and in conjunction with the Vice Chancellor for Information Technology when technological issues are involved
- Ensure accurate and timely information is provided to project stakeholders through the Project Communications team and other means, as appropriate
- Manage project consultants and leverage their expertise to ensure contracted tasks in the finance area are completed in an efficient and effective manner
- This position will function in an assistant director role through project go-live, backing up the director in all policy, management and personnel areas including coordinating team personnel
- Manage financial subject matter experts, designees and consultants to ensure tasks in the finance area are completed in an efficient and effective manner

TO APPLY: The application process will be handled through the Consensus Search 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 **December 21, 2016**.

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.