The Nevada System of Higher Education
Position Announcement for
Assistant to the Executive Vice Chancellor

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Assistant to the Executive Vice Chancellor. This is a renewable, full-time, non-tenured, administrative position and reports to the Executive Vice Chancellor. 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 continues to experience rapid growth, with significant challenges and opportunities in serving 105,000 students and 12,000 employees.

The Assistant to the Executive Vice Chancellor reports directly to the EVC and serves as the primary support administrator for the EVC of the Nevada System of Higher Education. The individual is responsible for providing effective communication, development of correspondence and reports, coordination of the EVC’s calendar, and assist with the day-to-day operations of the office. These activities include financial, personnel and office administration. The incumbent will serve as a liaison between Vice Chancellors, Presidents, Regents, Faculty Senate, government officials, legislative groups, community leaders, students, faculty and staff. Other responsibilities include prioritization of the EVC’s duties and representation of the EVC at selected meetings and events.

SALARY: $55,000

APPROXIMATE STARTING DATE: February 16, 2015

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor’s degree from an accredited institution and three years of senior level administrative experience (or) a Master’s degree with one year of senior level administrative experience (or) the equivalent of seven years of comparable education and/or senior level administrative experience directly applicable to the position.

KNOWLEDGE, SKILL, 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:

- Good understanding of higher education organizational and governance structures and of state legislative operations; knowledge of NSHE organizational structure, and policies and procedures related to position
- Excellent interpersonal skills and communications skills, verbal and written, to communicate effectively with a diverse population at all levels, within and outside the NSHE, using tact and diplomacy
- Excellent writing and proofreading skills, including proper use of formats, knowledge of correct English grammar, spelling, punctuation and usage
- Demonstrated ability to maintain strict confidentiality and accuracy; exercise initiative, discretion and critical judgment
- Ability to work both independently and cooperatively
- Proven ability and skill to identify and analyze complex situations and needs and recommend or implement effective courses of action for management
• Ability to organize assigned tasks, multi-task effectively, prioritize heavy workload, develop comprehensive timetables and strategies to meet multiple and constantly changing deadlines; anticipate conditions, plan ahead, establish priorities and meet deadlines
• Skill to organize and maintain an efficient records management system. Ability to take and transcribe meeting minutes
• Ability to represent the EVC and to deal effectively with a broad range of constituents
• Ability to organize assigned tasks, multi-task effectively, prioritize heavy workload, develop comprehensive timetables and strategies to meet multiple and constantly changing deadlines

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

Executive Administration – Provide professional level assistance to the EVC in the day-to-day operations of the Nevada System of Higher Education. Serve as the first point of contact for the EVC’s office; analyze information from incoming documents and advise the EVC of time sensitive issues and materials as they occur. In consultation with the EVC, research and provide relevant background information, policies and procedures on related issues. Use considerable judgment in handling complex and confidential matters and interpretation of policies and procedures. Plan and organize special meetings and events. Compose and edit a variety of correspondence for signature and reply directly to a variety of oral and written inquiries on the EVC’s behalf. Coordinate the logistics of teleconference and videoconferences, select meeting dates, prepare agendas and arrange details with the attendees. Provide solutions for tracking of mail, requests for EVC’s signature, manage travel arrangements and other responsibilities as assigned.

Communications and Scheduling - Coordinate communications with the EVC and the executive team, government officials, legislative groups, community leaders, students, faculty and staff, local, State, and federal offices of legislators and K-12 in Nevada. Make decisions relating to the coordination of meetings, conferences, speaking engagement, travel and standing meetings; exercise good judgment for optimum utilization of the EVC’s time. Demonstrate understanding of diverse academic, socio-economic, cultural, disability and ethnic backgrounds of the NSHE students, faculty, staff and community.

Records Management - Responsible for maintaining correspondence records and signature files; establish, implement and direct internal handling procedures for records management to facilitate quick and easy retrieval. Maintain working knowledge of policies and procedures governing Nevada records disposition. Facilitate workflow and track items received from the EVC.

Special Projects - Consult with the EVC on special projects; initiate research, report writing and recommendations based on minimal direction and information from supervisor; assist the EVC in compiling documentation and preparing responses to inquiries; and other duties as assigned.

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 the 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. Review of materials will begin immediately. Materials should be addressed to Lori
Mandracchio, Search Coordinator, and are to be submitted via the 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 the position is filled; however, to ensure full consideration, applications should be submitted by January 19, 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.