The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Director iNtegrate 2 Communications. This is a renewable, full-time, non-tenured, administrative position and reports to Communications Officer. The position may be located in Reno or 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 growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

This is a new position to support the NSHE iNtegrate2 Project implementation and continuing support of Workday’s cloud-based administrative solution that will create a unified Human Resources, Payroll and Financial Management system for the Nevada System of Higher Education.

**SALARY GRADE:** 6

**APPROXIMATE STARTING DATE:** April 1, 2015

**MINIMUM QUALIFICATIONS:** The successful candidate must have an earned Bachelor’s degree from an accredited institution in marketing, communications or a related field. A minimum of five years progressive experience directly applicable to the position is required.

**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:

**KNOWLEDGE**
- Proven ability to write and deliver effective, audience-focused strategies and plans that deliver organizational change
- Knowledge/experience with complex organizations
- ERP or other complex software implementation experience or business process redesign project experience

**ABILITY**
- Ability to understand complex issues and to effectively communicate those issues
- Effective interpersonal skills, including the ability to interact with diverse stakeholders
- Ability to multitask and meet tight deadlines

**SKILLS**
- Web management/CMS experience
- Strong project, time management and organizational skills
- Excellent verbal and written communication skills
RESPONSIBILITIES: The major purpose of this position is to contribute to the iNtegrate2 project implementation, the first phase being the Human Capital Management followed by Financial Management, by working on a range of communication activities as one component of change management and to ensure success of the iNtegrate2 project by managing the implementation.

This position’s role will include:

- Monitoring the execution of a project communication plan
- Refining the project communication plan (working with iNtegrate 2 staff and iNtegrate 2 implementation partner)
- Writing and editing content for the iNtegrate 2 website and other project publications
- Monitoring the execution of the project’s communication strategy and plans
- Providing support and advice to team members to help communicate key messages to a variety of audiences

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: Applications may be submitted until the position is filled, however, to ensure full consideration, preference will be given to applications submitted by March 15, 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.