NSHE invites applications for the position **Program Coordinator**. The position is a grant-funded, full-time, non-tenured, administrative position and reports to the NASA Programs Research Administrator. The position will be located at NSHE System Sponsored Program/EPSCoR (SSPO/EPSCoR) Office in Las Vegas Nevada. Work experience will include responsibility for friendly effective communication with students, faculty and NSHE administrators. The selected candidate will assist with obtaining and maintaining required reporting information; become proficient in understanding, communicating and implementing NSHE policy and business procedures. The candidate will work with Google Docs as well as create metrics and timelines for programs. Experience with website content is desirable.

The Nevada System of Higher Education 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 100,000 students statewide. The mission of the NSHE SSPO/EPSCoR Office is to promote collaboration and multidisciplinary learning among NSHE institutions and to enable alignment of our efforts with the needs of the state to increase research competitiveness. Our goal is to create new opportunities in the State of Nevada for workforce development and promote the development of Science, Technology, Engineering and Mathematics (STEM) disciplines for the state.

The **Program Coordinator** for the Nevada System of Higher Education will provide assistance and support on pre-award/post-award processes on the Nevada Space Grant program that is awarded by the National NASA Space Grant College and Fellowship program. Please visit our website at [http://epscorspo.nevada.edu/nasa/](http://epscorspo.nevada.edu/nasa/) and [http://nvspacegrant.org/](http://nvspacegrant.org/)

**MINIMUM STARTING SALARY:** $45,528

**APPROXIMATE STARTING DATE:** June 1, 2014

**MINIMUM QUALIFICATIONS:** A Bachelor’s degree plus two years of program experience is preferred, however, six years of program experience may also meet minimum requirements.

Candidates must be highly proficient in Excel with experience that includes general budget information and spreadsheet management.

**GENERAL REQUIREMENTS:**

- Excellent analytical skills
- Strong interpersonal communication skills
• Strong organizational skills
• Ability to work effectively in a collaborative environment
• Highly proficient in MS Office

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must have basic knowledge, experience, or exposure to, the following minimum skills and abilities.

Applicants must address each of the following in their cover letter of application when applying for this position and indicate level of exposure or experience.

• Candidate must possess a strong customer service orientation in addition to a professional, assertive demeanor with highly developed interpersonal and oral communication skills
• Must demonstrate strong grammar and written communication skills
• Must possess a strong attention to detail
• Candidate must be resourceful, creative and have the ability to multi-task
• Strong organization and task management skills are required as this position requires record-keeping and tracking of departmental records
• Must demonstrate strong analytical and problem solving skills in order to quickly evaluate accuracy of reports and other documents

RESPONSIBILITIES: The duties of this position will include, but are not be limited to, the following areas of responsibility within SSPO/EPSCoR. Specific responsibilities and activities will depend on the knowledge and experience of the successful applicant.

• Assist Research Administrator with progress reports to include communication with various institutions and faculty, collecting demographic data, combining narrative in Word, combining numerical data in Excel, and uploading information into government reporting portals
• Assist with content of existing websites, maintain links, gather content from faculty for story development and check accuracy of information posted quarterly
• Assist with NVSGC competitions by assisting in the development of RFP’s, communicating requirements to students, compiling data and results and developing correspondence pieces
• Assist with budget and account management including monthly reports for various programs, creating independent contractor paperwork and compiling information for purchase orders
• Provide administrative support for program staff including filing documents, creating files and binders, developing basic correspondence and creating reports or presentation materials
• Assist with events to include locating venues, managing registration lists, ordering food and materials, creating name badges and other program materials, and assisting on-site
• 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 names, addresses, and telephone numbers of three 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](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 May 12, 2014.

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.