NSHE invites applications for the position of Program Coordinator. The position is a grant-funded, non-tenured, administrative position and reports to the NSF EPSCoR Research Administrator. The position will be located at NSHE System Sponsored Program/EPSCoR (SSPO/EPSCoR) Office in Las Vegas Nevada. The Nevada System of Higher Education (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 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 Experimental Program to Stimulate Competitive Research (EPSCoR) was created to fund national areas that have historically receive less financial support through research and development (R&D) funding. The goal of EPSCoR is to create strategic partnerships between federal and state agencies, higher education institutions and private industries to create long-term improvements in scientific research, infrastructures, R&D capacity and national competitiveness.

The Program Coordinator will provide administrative support to various EPSCoR programs.

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

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

**MINIMUM QUALIFICATIONS:** A Bachelor’s degree plus two years of program experience is preferred. Six years of program experience may also meet minimum requirements. Work experience that includes general budget management is also required.

Work experience that includes responsibility for creating and communicating policy and business procedures is a plus. Work experience in creating metrics and timelines is desirable. Experience with website maintenance is preferred.

**General Requirements:**
- Excellent analytical skills
- Interpersonal, organizational and communication skills
- Ability to work effectively in a collaborative environment
- Highly proficient in MS Office Word and Excel and proficient in PowerPoint
- General budget management skills
- Experience in event coordination

**KNOWLEDGE, SKILLS, AND ABILITIES:** Successful candidates must have basic knowledge, experience, or exposure to, the following minimum skills and abilities, and address each level of experience or competence in their letter of application when applying for this position.
The successful candidate must:

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

RESPONSIBILITIES: The duties of this position include, but will 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 Administrators 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 in maintenance of existing websites. Check links regularly to ensure they are working. Check accuracy of information posted quarterly.
- Assist with scholarship competitions and mentoring programs by developing information packets, 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, compiling information for purchase orders and assisting accounting staff as needed.
- Provide administrative support for program and financial staff including filing documents, creating files and binders, developing basic correspondence, creating reports or presentation materials and acting as a back-up for Administrative Assistant as needed.
- 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. A cover letter and three professional references are required. 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 July 18, 2014.

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.