The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of iNtegrate 2 Training Coordinator. This is a renewable, full-time, non-tenured, administrative position that will report to the NSHE iNtegrate 2 Communications Officer. The position may be located in either 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.

The position will support the NSHE iNtegrate2 Project implementation and provide 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 RANGE: 6

APPROXIMATE STARTING DATE: May 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor’s degree from an accredited institution in teaching, instructional design, business communication or a related field which demonstrates experience with adult learning or equivalent specialized qualifying experience. A minimum of three years of progressive experience directly applicable to the position is required. Success in coordinating training events in a corporate or complex enterprise setting should be demonstrated.

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 including demonstrated experience with organizing and developing source training programs to meet specific needs.

- Proven ability to organize, develop and/or source training programs to meet specific needs
- Ability to liaise with subject matter experts regarding appropriate design
- Ability to use computer technology in delivering training
- Ability to plan and organize work for a small team
- Effective interpersonal skills, including the ability to interact with staff and diverse stakeholders
- Strong presentation skills
- Ability to adapt to changing needs and to work as a team member
- Ability to develop training aids, such as handbooks and manuals
- Ability to evaluate and make recommendations on training material and methodology

RESPONSIBILITIES: The major purpose of this position is to coordinate training activities as part of the iNtegrate 2 project including the design, development, delivery and evaluation of the
appropriate training for administrative users at NSHE. This involves partnering with institutional trainers and subject matter experts to define a comprehensive solution training strategy. To implement appropriate training programs supported by the NSHE core team during project implementation as well as ongoing product training as new functionality is released. Additional responsibilities may include:

- Designing and developing training programs, materials and aids for iNtegrate 2 Financial and HCM users
- Working with SMEs throughout NSHE to select appropriate training methods and validating materials
- Testing and implementation of training programs
- Post-implementation responsibilities to test new Workday releases and develop training for new release functionality
- May teach a variety of classes and may provide train-the-trainer sessions for internal NSHE units
- Develop and maintain an iNtegrate 2 training calendar
- Manage and maintain in-house training facilities and equipment
- Oversee staff of four trainers/user support staff

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 positions are filled, however, to ensure full consideration, applications should be submitted by April 3, 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.