The Nevada System of Higher Education
Position Announcement
For
Program Coordinator, EPSCoR

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Program Coordinator. This is a renewable, full-time, non-tenured, administrative position and reports to the Research Administrator. The position will be located at NSHE System Sponsored Program/EPSCoR (SSPO/EPSCoR) Office 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 growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

The Program Coordinator 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/ and http://nvspacegrant.org/

SALARY: Minimum starting salary $50,000.00

APPROXIMATE STARTING DATE: March 1, 2016

MINIMUM QUALIFICATIONS: The successful candidate must have an earned bachelor’s degree from an accredited institution. A minimum of two years progressive experience directly applicable to the position is required. Preference will be given to candidates who have experience coordinating large programs through non-profit or higher education.

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must possess the following knowledge, 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 also 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 recordkeeping and tracking of departmental records
- Must also 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 not be limited to, the following areas of responsibility within SSPO/EPSCoR:

- 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 in content of existing websites, check links regularly to ensure they are working, 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 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](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.

The position will remain open until filled, however, preference will be given to those who apply by January 30, 2016.

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.