NSHE invites applications for the position Program Coordinator. The position is a full-time, grant-funded, non-tenured, administrative position, contingent upon funding, that 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 SSPO/EPSCoR programs.

**SALARY RANGE: 7**

**APPROXIMATE STARTING DATE:** July 6, 2016

**MINIMUM QUALIFICATIONS:** A Bachelor’s degree plus two years of progressive program experience is preferred. Six years of progressive 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. Applicants must indicate level of exposure or experience and address each of the following in their letter of application when applying for this position.
• 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 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.
• Handle logistics for virtual meetings by creating online meeting reservations, sending invitations and reminders, collecting and loading presentation materials, and hosting meetings while taking minutes.
• Assist in maintenance of existing websites, check links regularly to ensure they are working and 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.
• 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 31, 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.