The Nevada System of Higher Education
Position Announcement
For
System and General Counsel

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of System and General Counsel. Primary concentration will be to provide the full range of legal services, as System Counsel, including litigation matters for the Board of Regents, Nevada System of Higher Education and as General Counsel for Nevada State College. The position is located in Las Vegas, Nevada. This is a renewable, full-time, non-tenured, administrative position, reporting primarily to the Vice Chancellor of Legal Affairs. 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 100,000 students and 12,000 employees, including substantial issues associated with acquisition, development and financing of real estate related projects.

SALARY RANGE: Grade 4

APPROXIMATE STARTING DATE: June 1, 2015

MINIMUM QUALIFICATIONS: The successful candidate must have a law degree from an accredited institution. The candidate must also have substantive legal and litigation experience of at least eight years. A current license to practice law in the State of Nevada is required.

PREFERRED QUALIFICATIONS: Preference will be given to candidates with experience in civil litigation, employment law and prior work with or on behalf of public entities, including any public or private post-secondary education institution or prior work as a corporate counsel. It is also preferred that the candidate have a demonstrated record of being able to work in, or with, diverse communities, and a record of service to the community.

KNOWLEDGE, SKILL, AND ABILITIES: Successful candidates must possess significant personal initiative and reliability, personal and professional integrity, a strong academic record, demonstrated written and verbal skills, progressive legal and litigation experience, excellent communication and relationship-building skills, ability to work under pressure and in the public arena, and political acumen, which includes working directly with the governing board, institutions and other attorneys within and outside NSHE. The position also may involve performing or commissioning studies and preparing reports.

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility:

The successful candidate will have primary responsibility working with the Vice Chancellor of Legal Affairs to assist in providing legal services to the Board of Regents and the Nevada System of Higher Education, including representing the Board, NSHE and its officers and employees in litigation (hereinafter collectively referred to as “NSHE”). The successful candidate will also work directly with the President and other employees and administrators of Nevada State College (NSC) and will be responsible for providing all legal services, including representation in litigation matters as needed for NSC. General duties may include:
- Providing advice regarding compliance with state and federal regulations, employment law and risk management
- Contract review and drafting
- Assisting in the provision of legal education and training to NSHE and NSC officials and employees
- Undertaking policy initiatives and other long-term projects as assigned
- Conducting in-depth legal research and drafting of memos, letters and other documents as requested by the Vice Chancellor for Legal Affairs or President of NSC
- Other duties as assigned

The successful candidate will undertake responsibilities with respect to other legal issues that are typically associated with legal representation of public entities, such as the Open Meeting Law and Public Records Law, employment matters, litigation, regulatory law and preventative law, and may also, as needed, serve as counsel to committees of the Board of Regents.

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 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. Applications will be considered incomplete without all requested materials. References will only be contacted for those who advance to the final phase of the search and with prior consent of the applicant. 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 position is filled, however, to ensure full consideration, preference will be given to applications submitted by February 8, 2015.

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.