The Nevada System of Higher Education
Position Announcement for
Director of the University of Nevada Press

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Director of the University of Nevada Press, located on the University of Nevada, Reno campus. This is a renewable, full-time, non-tenured, administrative position. The Director reports administratively to the Executive Vice President and Provost of the University of Nevada, Reno and editorially to the University of Nevada Press Editorial Advisory Committee comprised of senior faculty drawn from NSHE institutions.

Founded in 1961, the University of Nevada Press is the only university press in Nevada and an important non-profit publisher in the state. The Press has a staff of five, including the director. The Press publishes 15 to 20 new books and electronic editions each year and has an active backlist of over 400 titles. The publishing program includes, but is not limited to, scholarly and general-interest books about Nevada and the West, with specializations in Basque studies, Native American studies, Western history, natural history, environmental studies, mining history, urban history, gaming studies, regional culture, Western literature and environmental literature. The Press also publishes select original fiction and creative non-fiction.

The University of Nevada, Reno, founded in 1874 as the state’s land-grant university, is one of eight NSHE institutions. With a growing, increasingly diverse student enrollment of over 19,000 students and a total budget of nearly $520 million, the University provides a comprehensive selection of undergraduate and graduate degree programs. Recognized as a Tier 1 institution by US News & World Report, the University has the System’s largest research program, is home to the state’s medical school and provides outreach and education programs in all Nevada counties. Located in the picturesque Truckee Meadows at the base of the Sierra Nevada, the University is located 45 minutes from Lake Tahoe and four hours from San Francisco. For more information, visit www.unr.edu.

**SALARY:** Range 6

**APPROXIMATE STARTING DATE:** May 2015

**MINIMUM QUALIFICATIONS:** The successful candidate must have an earned bachelor’s degree from an accredited institution, with a master’s degree preferred. A minimum of five years progressive experience directly applicable to the position is required, with preference given to applicants with experience in scholarly publishing in a higher education environment. Preference will also be given to candidates who have experience in fundraising.

**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:

- Knowledge: Knowledge of major trends and challenges facing university presses; understanding of the major functional areas of book publishing—acquisitions; editing, design and production; marketing and sales; financial management
Skills: Management skills, including supervisory and budgeting experience; interpersonal, written and oral communication skills; fundraising and grant management skills

Abilities: Ability to lead and coordinate the work of the four departments of the press—acquisitions; editing, design and production; marketing and sales; and business; ability to communicate and collaborate with varied constituencies

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

• Overall operation and direction of the Press
• Publication of a high quality of books for both scholarly and general audiences
• Acquisition of a portion of the Press’s list
• Maintenance of the financial viability of the Press
• Fundraising and productive community relations
• Marketing and promotion of the Press
• Leadership and supervision of staff members
• Leadership of and consultation with the Editorial Advisory Board
• Preparation of necessary reports and studies

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. 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 position is filled; however, to ensure full consideration, applications should be submitted by February 2, 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.