The Nevada System of Higher Education
Position Announcement
For
iNtegrate 2 Training Specialists

The Nevada System of Higher Education (NSHE) invites applications and nominations for two (2) iNtegrate 2 Training Specialists. 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.

These are renewable, full-time, non-tenured, administrative positions that will report to the NSHE iNtegrate 2 Training Coordinator. The positions will provide Finance, Payroll and Human Capital Management (HCM) system training to end users. The Specialists will analyze needs, design learning modules, identify proper methodologies and deliver training. They will act as members of the NSHE Training Team and will collaborate with other trainers and the iNtegrate 2 Project Team to recommend and deliver training. While the primary focus is to provide Workday training, the positions will routinely support the individual NSHE institutions as departmental system users encounter operational challenges in the use of Workday. The positions may be located in either Reno or Las Vegas, Nevada.

SALARY RANGE:  7

APPROXIMATE STARTING DATE:  May 1, 2016

MINIMUM QUALIFICATIONS:  Successful candidates must have an earned Bachelor’s degree from and accredited institution and a minimum of two years progressive experience directly applicable to the position; a Master’s degree and a minimum of one progressive experience directly applicable to the position; or equivalent specialized qualifying experience. Preference will be given to candidates who have experience in Human Capital Management, finance and higher education.

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. Demonstrated experience with organizing and developing source training programs to meet specific needs. Adapt fluidly to the changing needs of the user community, foster change, overcome resistance, and positively promote organizational objectives. Assist in the development of training materials, such as handbooks and manuals; evaluate and make recommendations on training materials and methodology. Liaise with subject matter experts regarding appropriate training design and implementation. Aptitude for communicating technical information in an informative and educational format; utilize strong presentation and facilitation skills and computer technology to deliver training. Plan and organize priorities for a small team; possess effective interpersonal skills, including the ability to support the iNtegrate 2 governance structure and to effectively interact with staff and diverse stakeholders.
RESPONSIBILITIES: Responsibilities will include, but not be limited to:

- Design training programs for various end uses, audiences and learning styles
- Contribute to the Design of Facilitation Guides for use by NSHE and Institutional Trainers and other campus experts, as defined
- Determine the appropriate delivery methodology for the training content
- Develop outlines, scripts and materials to organize and enhance the training
- Assess and evaluate current plans and seeks to identify any gaps
- Embrace role as System Expert
- Adequately prepare self to present as an expert resource
- Deliver classroom, virtual and individual training
- Ensure technology is available and functional for on-line or recorded delivery
- Administer feedback surveys to gauge effectiveness of training and to improve training delivery
- Provide ongoing support to Business Analysts as configurations are updated and communication with campus is warranted
- Participate in discussions about new functionality and develops training and documentation to align with configuration changes.
- Collaborate with Business Analysts and campus partners to ensure that issues are resolved in an efficient and complete manner
- Provide recommendations to the Training Coordinator to innovate and improve support model
- Partner with institutions to uncover additional needs and gaps to refine training tactics
- Assist in system testing of new functionality
- Assist in organizing tests scripts and documenting results to inform training development

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 March 25, 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.