NSHE invites applications for the position **Program Coordinator**. The position is a grant-funded, non-tenured, administrative position 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 received 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 EPSCoR programs.

MINIMUM STARTING SALARY: $47,500

APPROXIMATE STARTING DATE: November 1, 2016

MINIMUM QUALIFICATIONS: A Bachelor's degree from a regionally accredited institution plus two years of program experience is preferred. Six years of program experience may also meet minimum requirements. Work experience that includes general budget management is also required. Experience with developing business procedures and communicating policy; creating metrics and timelines; and 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, and address each level of experience or competence in their letter of application when applying for this position.

KNOWLEDGE

- Possess a strong customer service orientation in addition to a professional, assertive demeanor with highly developed interpersonal and oral communication skills
- Possess a strong attention to detail
- Be highly proficient in MS Office Word and Excel, and proficient in PowerPoint

ABILITY

- Be resourceful, creative and have the ability to multi-task
- Have the ability to work effectively in a collaborative environment

SKILLS

- Demonstrate strong grammar and written communication skills
- Strong organization and task management skills are required, as this position requires record-keeping and tracking of departmental records
- Demonstrate strong analytical and problem solving skills in order to quickly evaluate accuracy of reports and other documents
- Possess general budget management skills

RESPONSIBILITIES: The duties of this position include, but will 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 (RA) 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 the Educational Outreach and Diversity (EOD) Administrator in the content development and maintenance of two program websites. Build out specific pages through content, check program information, links and content accuracy regularly, making updates when needed.
- Assist EOD Administrator with scholarship competitions by assisting in development and release of solicitation and other program correspondence, implementing campus application writing workshops, communicating with students and faculty, assisting with review and award process and compiling data and results.
- Assist the EOD Administrator with the development and implementation of a student peer ambassador program. Develop marketing and program materials, recruit and retain student ambassadors, maintain student scheduling and outreach tracking, and compile evaluation data and results.
- 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 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.

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. 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 **October 9, 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.