

**The Nevada System of Higher Education
Position Announcement
For
Chief of Staff and Special Counsel to the Board of Regents**

The Board of Regents invites applications and nominations for the position of Chief of Staff and Special Counsel. This is a full-time, non-tenured, and at-will administrative position that reports directly to the Board. The position is located in Las Vegas, Nevada with regular travel throughout the state. The Board is the governing elected body of the Nevada System of Higher Education (NSHE), which is comprised of eight institutions: Two universities, a state college, four community colleges and a research institute and serves over 100,000 students and 12,000 employees.

The Chief of Staff and Special Counsel to the Board of Regents is responsible for the efficient functioning of the Board of Regents as a public body. This responsibility includes providing notice of all meetings of the Board and of all meetings of committees; recording and keeping the minutes of the proceedings of the Board and its committees; assisting the Chair of the Board in preparing for meetings of the Board and its committees; providing administrative support to the Board and its committees; being custodian of the Seal of the University and all official records of the Board; managing and supervising the functions of the Board Office, including all personnel; and performing all other duties normally incident to a corporate secretary as further directed by the Board.

In addition to the duties described above, the Chief of Staff and Special Counsel is also responsible for providing certain legal advice to the Board as a public body and to individual Regents when acting in their official capacity. The areas of expertise shall include compliance with Nevada's Open Meeting Law, Robert's Rules of Order, Nevada's Public Records Act, Nevada's ethics and disclosure laws applicable to public officials, and matters relating to the procedures and policies governing the Board's operations. The Chief of Staff and Special Counsel will often work with the Chancellor and the Cabinet on Board procedural issues, including the formation and posting of Board agendas and meeting preparation, and will regularly interact with the NSHE Chief General Counsel to discuss and coordinate various legal matters relating directly to the Board, including the Board's compliance with the Open Meeting Law and public records requests.

SALARY: NSHE Executive 2 (\$180,000.00 to 220,000.00 - starting salary will be commensurate with experience, training, and qualifications of the successful candidate). Benefits package includes health, dental, vision, life, and retirement benefits.

APPROXIMATE STARTING DATE: September 15, 2021

MINIMUM QUALIFICATIONS: The successful candidate must have earned a Juris Doctor (J.D.) degree and current membership in the Nevada Bar is required. A minimum of seven years progressive experience directly applicable to the position is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The 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 or experience working with state government, elected public officers, and statutes governing ethics in government
- Knowledge of Nevada Open Meeting Law, Public Records Law, and Ethics in Government Law
- Excellent written, oral, and interpersonal communication skills
- Exercise of independent professional judgment
- A record of leadership ability in dealing with a variety of constituencies and the ability to work well with elected officers
- Demonstrated organizational, administrative, and supervisory skills
- Experience presenting reports and coordinating testimony
- Knowledge of educational issues facing the State of Nevada and/or the Nevada System of Higher Education

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

- Assist with the efficient functioning of the Board of Regents
- Assist the members of the Board of Regents in carrying out their duties of office
- Assist the campus administrators, faculty, students, parents, and System Administration staff with Board Office issues
- Manage an experienced team of Board professionals
- Provide oversight of Board staff in their work with Board officers and NSHE executive officers in preparation of Board meetings
- Provide oversight of the creation of Board and Committee agendas and notices compliant with Nevada Open Meeting Law
- Provide legal counsel to the Board, Committees and Board members
- Provide oversight of the codification and revision of the Board of Regents' *Handbook and Procedures & Guidelines Manual*

TO APPLY: The application process will be handled through the Workday 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 and may not receive consideration. 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 Sherry Olson, Human Resources, and are to be submitted via on-line application at <https://nshe.nevada.edu/administration/human-resources/>. For assistance with NSHE's on-line applicant portal, contact Sherry Olson at (775) 784-4901.

INTERNAL APPLICANTS: Current employees within the Nevada System of Higher Education MUST use the “Find Jobs” process within Workday to find and apply for jobs at NSHE institutions. Once you log into Workday and type “Find Jobs” in the search box which will navigate to the internal job posting site. Locate the specific job posting by typing the requisition number (e.g., R0000000) in the search box

APPLICATION DEADLINE: Applications may be submitted until the position is filled. The review of materials will begin immediately, however, for full consideration applications should be submitted by **Friday, July 30, 2021**

Required Attachment(s): Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted.

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.

NSHE is an equal opportunity and affirmative action employer committed to achieving excellence through diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, sexual orientation, family medical history or genetic information, gender identity, gender expression, or any other factor protected by anti-discrimination laws. Women, applicants who are members of underrepresented groups and communities of color, individuals with disabilities, and veterans are encouraged to apply.