

**The Nevada System of Higher Education  
Position Announcement  
For  
Special Assistant and Coordinator to the Board of Regents**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Special Assistant and Coordinator to the Board of Regents. This is a renewable, full-time, non-tenured, administrative position and reports to Chief of Staff/Special Counsel to the Board of Regents. The position may be located in Reno or Las Vegas, NV (Reno preferred) with some travel throughout the state.

The Special Assistant and Coordinator to the Board of Regents works directly with the 13 elected Regents and is responsible for assisting the Chief of Staff/Special Counsel to the Board and other Board Office staff in the carrying out of the functions of the Board of Regents Office. The Special Assistant and Coordinator reports directly to the Chief of Staff/Special Counsel or designee. The individual serves as a confidential representative and liaison with senior management, faculty, staff, students, system-wide administration officials and the general public. The assistant, working with other Board Office staff, is responsible for managing the priorities of agenda preparation and posting, minute preparation, Board policy updates, Board meeting coordination and numerous other assignments. The assistant also manages daily and long-range activities, a high volume of communications, correspondence, scheduling and records for the Board of Regents and ensures timely responses. Additionally, the assistant resolves problems without direct involvement by senior management. The assistant serves as direct assistant to the Regents for various assignments such as travel arrangements, reimbursements and correspondence.

**SALARY:** Salary range for this position is \$48,600 - \$72,600 and a benefits package that includes health, dental, vision, life and retirement. Actual starting salary will be commensurate with direct experience, training and qualifications of the successful candidate.

**APPROXIMATE STARTING DATE:** January 1, 2018

**MINIMUM QUALIFICATIONS:** The successful candidate must have at least a Bachelor's Degree from a regionally accredited institution and three years of professional experience (or) Associate's degree with five years of professional experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Successful candidates need to 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 and elected public officers and the ability to work well with elected officers
- Excellent written, oral and interpersonal communication skills
- Exercise of independent professional judgment and maintaining confidentiality of sensitive issues
- Demonstrated organizational, administrative and analytical skills
- Ability to compile and coordinate extensive agendas for public meetings, ensure proper integration of reference materials and post agendas in accordance with the Nevada Open Meeting Law
- Experience preparing and editing accurate, concise minutes in a timely manner; must have ability to exercise judgment regarding what issues, explanations, questions and statements to incorporate in the minutes; must be able to employ discretion in accurately capturing the essence of comments made at meetings using correct grammatical structure to accurately reflect the record in an articulate fashion

- Ability to coordinate and provide liaison and administrative support for Board of Regents' and Committee meetings, including facilities use, technical requirements, audio/visual needs, catering services, parking and security
- Ability to analyze information from incoming documents and advise the Board Office of time sensitive issues and materials as they occur. When appropriate, research and coordinate background material; make appropriate distribution of information recommending action as required and provide suggestions for resolution of issues or resolve independently whenever feasible.
- Ability to act as liaison with senior management, faculty, staff, students, system-wide administration officials and the general public; anticipate issues of importance and identify potential problems; resolve problems independently whenever possible or appropriate
- Ability to work with the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the NSHE students, faculty, staff and community
- Ability to work as a strong team player with other staff members in the Board Office and within NSHE
- Ability to coordinate assigned functions relating to commencement ceremonies, Regents' awards and honors

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume and detailed cover letter. Names, addresses, and telephone numbers of four professional references willing to be contacted must be submitted by applicants, but will be contacted only if the applicant is notified the applicant is being considered as a finalist for the position. 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 <https://hrsearch.nevada.edu/>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or [lori\\_mandracchio@nshe.nevada.edu](mailto:lori_mandracchio@nshe.nevada.edu).

**Application Deadline:** Preference will be given to those who apply by December 3, 2017; however, the position will remain open until filled.

For more information about the Nevada System of Higher Education, please visit our website at [www.nevada.edu](http://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.