



Nevada Governor's Office of the  
Western Regional Education Compact  
*Western Interstate Commission for Higher Education (WICHE)*

100 North Stewart Street, Suite 220  
Carson City, NV 89701  
Phone 775-687-0991  
Fax 775-687-0990

*Commissioners*  
Frederick B. Lokken  
Gillian Barclay  
Chester Burton

## UNCLASSIFIED JOB ANNOUNCEMENT

Posted – 06/13/2018

### **Director, WICHE**

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

#### **AGENCY MISSION AND DESCRIPTION:**

Nevada WICHE seeks to expand access to higher education for Nevada students and provide the State with trained professionals in high-demand healthcare fields. See <http://nevadawiche.org> for more information.

#### **APPROXIMATE ANNUAL SALARY:**

\$68,000 to \$78,907\* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*) \*Includes the 3% salary increase effective July 1, 2018.

#### **BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

#### **POSITION DESCRIPTION:**

This position reports to the Director of the Office of Science, Innovation and Technology.

- Provide staff support to the WICHE Commission in its duties pursuant to NRS 397
- Consult and strategize with the WICHE Commission to maximize the impact of State investments in postsecondary skills development while ensuring investments are strategically aligned to State workforce development priorities
- Oversee and manage programs administration including student recruitment, public awareness, contracts, and ensuring students meet program requirements
- Oversee student lending process
- Analyze and monitor agency budgets and incoming and outgoing revenue, including grant and contract pipeline, to produce accurate forecasts that facilitate agency decision-making
- Interact with students and resolve questions and concerns
- Identify agency process inefficiencies and gaps and develop process improvement strategies that will increase productivity
- Serve as liaison to legislative staff
- Supervise 1 staff

**REQUIRED QUALIFICATIONS:**

- Innovative thinker with proven experience improving processes and reducing inefficiencies
- Strong analytical skills
- Demonstrated project management skills and a successful track record of leading or managing multiple projects simultaneously
- Self-learner with a passion for gaining new knowledge
- Working knowledge of Excel required
- Strong collaboration skills with the ability to interface with leaders in other executive branch or postsecondary departments to further the agency mission
- Comfort working in a small office environment where the day-to-day work varies
- Willingness to do what it takes to get the job done
- Ability to learn quickly

**PREFERRED QUALIFICATIONS:**

- Experience managing or administrating public programs
- Accounting or bookkeeping experience or understanding
- Basic understanding of State budget process
- Experience working with contracts
- Marketing, public speaking, presenting and other outreach skills helpful
- Knowledge of health care professions and state workforce needs

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE CLOSING DATE**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Colleen Lennox- [clennox@gov.nv.gov](mailto:clennox@gov.nv.gov)

In the subject line please reference: Director, WICHE

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

*The State of Nevada is an Equal Opportunity Employer.*