



STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

**UNCLASSIFIED JOB ANNOUNCEMENT**

**Deputy Treasurer, College Savings Program &  
Executive Director Governor Guinn Millennium Scholarship**

**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 Treasurer.

**AGENCY RESPONSIBILITIES:**

The Nevada State Treasurer's Office College Savings Division (College Savings) is responsible for administering various savings and scholarship programs that help Nevadans save and pay for post-secondary education, including: Nevada-sponsored national 529 savings plans; Nevada Prepaid Tuition; Nevada College Kickstart; and the Governor Guinn Millennium and Memorial Scholarships. Additionally, through its financial literacy programs and new student loan ombudsman program, College Savings seeks to engage and educate Nevadans on how to best plan, save, and pay for post-secondary education.

**POSITION DESCRIPTION:**

The Deputy Treasurer of College Savings is responsible for ensuring all College Savings programs are effectively and efficiently managed. The Deputy Treasurer oversees administration, marketing, and execution of all programs, and guides and supports College Savings staff (currently eight team members) and vendors. Additionally, the Deputy Treasurer develops and maintains various community partnerships that advance College Savings goals. The Deputy Treasurer is a member of the Nevada Treasurer's Office leadership team, and reports to the Chief of Staff and/or Chief Deputy Treasurer.

**POSITION RESPONSIBILITIES:**

- Provide forward-thinking strategic leadership for all College Savings programs, staff and vendors focused on the goal of helping Nevada students access and attain post-secondary education as affordably as possible.
- Provide strategic vision and oversight for the design, development, and implementation of new programs and services that fulfill Nevadans' need for trustworthy information and resources that aid them in their journey to plan, save, and affordably pay for post-secondary education.

**CARSON CITY OFFICE**

State Treasurer  
101 N. Carson Street, Suite 4  
Carson City, Nevada 89701-4786  
(775) 684-5600 Telephone  
(775) 684-5623 Fax

**STATE TREASURER PROGRAMS**

Guinn Millennium Scholarship Program  
Nevada Prepaid Tuition Program  
Nevada College Savings Plans  
Nevada College Kick Start Program  
Unclaimed Property

**LAS VEGAS OFFICE**

State Treasurer  
555 E. Washington Avenue, Suite 4600  
Las Vegas, Nevada 89101-1074  
(702) 486-2025 Telephone  
(702) 486-3246 Fax

- Develop and implement policies and procedures that ensure oversight of savings and scholarship programs and lead to their long-term sustainability.
- Develop and implement/maintain compelling marketing initiatives, collateral, and digital platforms (in conjunction with College Savings partners and vendors).
- Serve as the primary relationship manager for program managers and vendors, ensuring their appropriate direction, accountability and oversight at all times.
- Identify and develop collaborative partnerships with other governmental entities, as well as community organizations and leaders, that can expand College Savings reach and service to Nevadans.
- Provide administrative support to the Nevada College Savings Board of Trustees;
- Develop, prepare, and present reporting on all aspects of College Savings programs, including as needed by College Savings Board of Trustees, Nevada Legislature, and other Executive agencies.
- Monitor and evaluate staff activity and performance, as well as perform administrative and management duties including mentorship, development, review, and discipline of staff.
- Develop and manage annual operating expenditure budget to ensure it is consistent with overall strategic objectives and is within plan.
- Stay up to date with the latest trends and research on college access and attainment, savings and scholarship programs, financial aid, etc. to ensure College Savings knows best practices.
- Represent Nevada Treasurer's Office and College Savings in diverse communities and settings.

**MINIMUM QUALIFICATIONS:**

- Ten or more years of experience working in education, youth development, or similar field, or financial services.
- Five or more years of experience in a leadership position, inclusive of program design, delivery, performance, and evaluation.
- A bachelor's degree or greater.

**ADDITIONAL PREFERRED QUALIFICATIONS:**

- Experience leading an organization or team through growth in initiatives, programs and personnel.
- Project management experience to oversee multiple, simultaneous projects and programs, establish priorities, develop a course of action, implement/execute, analyze and evaluate results.
- Board management experience, or related work with committee or other decision-making or governing bodies, including regular communication with board.

- Extensive experience and a high-level of professionalism in public speaking, written communication, and interactive listening.
- Strategic planning leadership, with the development and implementation of a plan within the agency as well as accountability for outcomes.
- Bilingual.

**APPROXIMATE ANNUAL SALARY:**

Up to \$110,211.00. Salary reflects (PERS) retirement contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

**BENEFITS:**

The State of Nevada provides excellent benefits to employees that includes: a defined benefit retirement plan with vesting rights after five years of service; paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available. Also, Nevada has no personal income tax.

**POSITION LOCATION/TRAVEL:**

The position will be based in Las Vegas, Nevada. Periodic in-state and out-of-state travel is required.

**INTERESTED APPLICANTS/HIRING:**

Resumes will be accepted until the position is filled. Resumes will be reviewed upon receipt. Hiring may occur at any time during the recruitment process.

**INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:**

Miles Dickson  
Chief of Staff  
Nevada State Treasurer's Office  
555 E. Washington Ave., Suite 4600  
Las Vegas, NV 89101  
[mdickson@nevadatreasurer.gov](mailto:mdickson@nevadatreasurer.gov)

In the subject line of the email, please include: "Last Name/Deputy Treasurer Position"

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages. .*