

Nevada State Board of NURSING

Job Posting: Management Assistant

Summarized Job Description: The management assistant provides support and reports directly to the Director of Nursing Education. The ideal individual must be organized and have the ability to exercise good judgment in a wide range of situations. The management assistant must possess strong interpersonal skills in order to build strong relationships with staff and NSBN stakeholders. The management assistant will work independently at times and must be self-driven. The management assistant will be accountable for handling a wide variety of responsibilities and must be able to multitask effectively and work well under pressure. Additional responsibilities include but are not limited to:

- Assisting with clinical scheduling for student nurses
- Prepare board meeting materials and follow-up for the education department
- Coordinate the scheduling and meeting materials for the Education Advisory Committee
- Assist with applications for schools of nursing and CNA training programs
- Draft letters for approval/denial of education-related issues

The management assistant is a full-time, Monday - Friday, 8:00 a.m. – 5:00 p.m. position. This position is located in Las Vegas, Nevada.

Education and Experience Requirements:

1. High school diploma or equivalent;
2. Two years in an assistant/administrative position is preferred.

Salary and Benefits:

Salary is \$29,000 – 46,000 annually and will be set commensurate with knowledge and experience as described in this document. Board employees currently receive all (11) state observed holidays. Employees receive the equivalent of fifteen (15) hours of Paid Time Off monthly. The position is a salaried position and serves at the pleasure of the Board, the members of which are appointed by the Governor of the State of Nevada. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and Public Employee Retirement System.

How to apply:

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to: Nevada State Board of Nursing, Attn: Gail Trujillo, 5011 Meadowood Mall Way, #300, Reno, NV, 89502, via fax to: 775-687-7707 or email scanned documents to: gtrujillo@nsbn.state.nv.us.