



Nevada State High School
★ Public Charter School ★

Las Vegas – Office Manager

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11th and 12th grade students in nine (9) locations. We continue to meet the community’s demand of preparing high school students to attend college without having to take remedial coursework.

The Office Manager is a valued member at each location and will provide support under the specific roles of site presentation, student records, reception, intake/processing of student submissions, and overall duties, tasks, and support of the school. Staying organized and in control in a fast-paced environment is a key component of this position. This position reports to the Director of Site Administration and is responsible for a high level of awareness, tact, creativity, and initiative in completing clerical work, registration, and front office activities. A successful person in this position has a high degree of accuracy, timeliness, and production across the primary roles above.

Employee Value Proposition:

<p align="center">Cultural Fit</p> <p>Core Values: OWN IT: Take responsibility; BE COMMITTED: High expectations and getting results; CONTINUOUS IMPROVEMENT: Motivation to improve self and others.</p> <p>Core Focus: To provide opportunities for students’ success in a real college environment.</p> <p>Our Niche: A Real College Experience</p>	<p align="center">Total Compensation and Rewards</p> <p>Pay and Benefits: \$40,000-\$50,000 annual salary. DOE healthcare, dental, vision, LTD. No state/local income tax and state retirement 100% paid (no SS deductions), a savings of approximately 6% of net pay).</p> <p>Incentives: Annual performance incentive from \$3,000 - \$10,000 that determines future base salary.</p> <p><i>(Note: A \$40,000 salary can be \$67,000 in 6 years)</i></p>
<p align="center">Working Environment</p> <p>NSHS has strong leadership that develops a culture of high expectations and being open and honest. Staff follow simple core processes (progress not perfection) and tools to improve the health of the organization and get everyone pointing in the same direction using EOS®. Staff proposes their work schedule each month and are motivated by a “my kid standard.”</p>	<p align="center">Professional Growth</p> <p>Most Fridays, staff conduct collaboration, feedback, training, and professional growth. Departments have funds allotted for conferences and workshops to meet biannual training plans established by the employee and supervisor. Professional development is in the school’s DNA and we are motivated to figure out new ways to improve ourselves and others.</p>

QUALIFICATIONS

- 1) High school diploma (required), college experience/degree (preferred), bilingual English/Spanish (plus)
- 2) Demonstrated knowledge of organization, communication, and participation in an effective workplace
- 3) Demonstrated ability and advanced proficiency in keyboarding and Microsoft Office Suite of products
- 4) Eligible to pass all federal and state background checks/fingerprinting

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school’s help ticket portal here: <http://help.earlycollegenv.com>. **NO HARD COPIES OR EMAILS.**

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities/>.

CLOSING DATE: Open Until Filled