



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:

Table with 2 columns: Cultural Fit, Total Compensation and Rewards, Working Environment, Professional Growth. Includes details on core values, focus, niche, pay/benefits, incentives, and working conditions.

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