



Nevada State High School
★ Public Charter School ★

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. NSHS continues 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 Duties Tasks and Support, Site Presentation, Student Records, Reception, and In take/Processing. Other duties as assigned. 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. This position is a generalist and requires someone with a high degree of accuracy, timeliness, and production across the primary roles above.

Employee Value Proposition:

Table with 2 columns and 2 rows. Top-left: Cultural Fit (Our daily work is connected to a higher purpose... Core Values: OWN IT... UPHOLD OUR PROVEN PROCESS... CONTINUALLY IMPROVE... Core Focus: To provide opportunities for student success...). Top-right: Total Compensation and Rewards (Pay and Benefits: \$40,000 - \$50,000 Medical, dental, vision, LTD... Incentives: Annual performance pay structure \$3,000 - \$10,000... NOTE: \$40,000 could be a base of \$67,000 in 6 years). Bottom-left: Working Environment (NSHS has strong leadership that develops a culture of high expectations... Staff proposes their work schedule each month...). Bottom-right: Professional Growth (Most Fridays, staff conduct collaboration, feedback, training, and professional growth... Continuous Improvement Point System...).

Qualifications:

- 1) High school diploma (required), college experience/degree (preferred), bilingual English/Spanish (a 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
4) Eligible to pass 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 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