Operations Coordinator, Nevada Online Learning

higheredjobs.com/search/details.cfm



Operations Coordinator, Nevada Online Learning R0150555
University of Nevada, Reno - Main Campus

The University of Nevada, Reno (UNR) appreciates your interest in employment at our growing institution. We want your application process to go smoothly and quickly. Final applications must be submitted prior to the close of the recruitment.

If you need assistance or have questions regarding the application process, please contact our recruitment helpline at (775) 784-1495 or jobs@unr.edu. For UNR Med professional job postings, please contact the Office of Professional Recruitment at (775) 784-6778.

Job Description

The University of Nevada, Reno is recruiting for an Operations Coordinator. This position supports Nevada Online and is the sole responsible position for reconciling the course schedule for many data points for accuracy as well as the conduit to communicate with key stakeholders regarding the online courses and programs offered via Nevada Online and internal Nevada Online team members. This position is responsible for all Memoranda of Agreement (MOAs) for Nevada Online that indicate what courses/programs are being developed by who, when and what expectations are required by all roles, as well as financial requests and reconciliation related to course development Being someone who is familiar reconciling data and working within databases and similar technologies is a must. Some of the software this position will be utilizing are: Peoplesoft, CollegeVine, Slate, Monday.com, and Navigate. This position is essential to the efficiency of how the Nevada Online schedules online courses and programs and reports directly to the Vice Provost of Online Learning.

Key Responsibilities include but are not limited to:

- Serve as the primary point of contact for Nevada Online recruitment, providing comprehensive support and guidance to prospective, admitted, and returning students throughout their academic journey
- Manage all requests for information (RFIs) and monitor the Nevada Online inbox daily, ensuring timely and professional responses to all inquiries

- Contribute to marketing efforts by launching AI Recruiter campaigns within CollegeVine and track all data around each campaign to ensure the most productive campaign possible and to increase overall online program enrollments
- Align programs and policies with the University's strategic plan by working with departments and colleges to reconcile WA course offerings in PeopleSoft to ensure accurate sections, instructors and other information is properly listed in the course schedule while updating the design team of any course changes or additions and communicating with academic department schedulers as needed
- Using Peoplesoft data, review and reconcile all WA courses in advance of each semester to ensure they are being offered to fulfill the fully online degrees/programs, and forecasting what is needed
- Report key data regarding Nevada Online learners and programs to the Vice Provost of Online Learning to ensure current data is being shared with the Provost's Office and implemented per the Wolf Pack Rising Strategic Plan within a context that is clear and concise
- Ordering all necessary office equipment, supplies and the like to ensure the office is well equipped to function at its fullest capability

Required Qualifications
Bachelor's Degree and one year of related work experience; OR

Master's Degree and no work experience required

Related Experience: Experience in operational support, program coordination, or related field

Schedule or Travel Requirements

Variable work schedule

Occasional travel

Compensation Grade

Administrative Faculty - A

To view the salary schedule for this position, please visit: Salary Schedules and select Administrative Faculty by Grade. Salary is competitive and commensurate with related education and experience.

Remarkable Retirement

Our retirement plan is beyond compare. Your 19.25% contribution is generously matched by the University. With the faculty retirement plan, you are 100% vested your first day. Sit back and watch your retirement dollars grow! All permanent employees on an annual "A" or "B" contract

who are employed at least 50% full-time are eligible to participate in the NSHE retirement program unless they are members of PERS of Nevada.

Perks of Working at UNR

- Health insurance options including dental and vision - Health Insurance
- Generous annual and sick leave and life insurance - Faculty Benefits
- E. L. Wiegand Fitness Center offers annual or semester memberships and spouse/domestic partner membership options. E.L. Wiegand Fitness Center
- Reno is proud to be a University town! Many local businesses offer discounts to WolfCard holders
- Mountain EAP supports employees (and eligible dependents) through life's difficult moments. Mountain EAP is located in Reno and specializes in counseling and advising services for personal or interpersonal issues.
- Faculty Senate is the principal representing body for faculty. Its membership includes representatives from each academic and administrative major unit of the University. Faculty Senate
- No state income tax!

Grants-in-Aid for Faculty Employees

The University is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner. Faculty Grants-in-Aid

Faculty Dual Career Assistance Program

The University of Nevada, Reno recognizes the importance of addressing dual-career couples' professional needs. We offer a dual career assistance program to newly hired faculty spouses/partners that provides resources and assists them to identify career opportunities in Northern Nevada. Dual Career Assistance Program

Contact Information

Carley Ries - carley@unr.edu

Department Information

Nevada Online is leading the online learning initiative for the University. This is a progressive department who supports faculty and students within the online modality of learning. The primary focus of this department is to support faculty to ensure online learners receive a quality education from anywhere at any time. Online learners are able to access numerous courses and programs offered by the same qualified faculty as campus.

Exempt
No

Full-Time Equivalent
100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact the candidate helpdesk at jobs@unr.edu.

Please attach the following documents to your application

1) Resume/CV

2) Cover Letter

3) Contact information for three professional references

This posting is open until filled

Qualified individuals are encouraged to apply immediately. This search will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

Note to Applicant

A background check will be conducted on the candidate(s) selected for hire.

HR will attempt to verify academic credentials upon receipt of hiring documents. If the academic credentials cannot be verified, HR will notify the faculty member that an official transcript of their highest degree must be submitted within thirty days of the faculty member's first day of employment.

References will be contacted at the appropriate phase of the recruitment process.

Applicants hired on a federal contract may be subject to E-Verify.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

For positions that require driving, evidence of a valid driver's license will be required at the time of employment and as a condition of continued employment.

Schedules are subject to change based on organizational needs.

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age (40 or older), disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race (including hair texture and protected hairstyles such as natural hairstyles, afros, bantu knots, curls, braids, locks and twists), color, or religion (protected classes).

About Us

The University of Nevada, Reno is a leading public research university committed to the promise of a future powered by knowledge. Founded in 1874 as Nevada's original land-grant university, the University serves more than 23,000 undergraduate and graduate students from all 50 states and 63 countries.

Classified by the Carnegie Classification of Institutions of Higher Education as an R1 ("Very High Research") university, it is also recognized in the Carnegie Community Engagement classification. The University is also ranked by U.S. News & World Report among the "Best National Universities" and "Best National Public Universities." It also ranks in the top tier of the WSJ/Times Higher Education World University Rankings and the New York Times' "Top Colleges for Economic Diversity."

Since 2009, nearly $1 billion has been has invested in advanced labs, facilities, and residence halls on the main campus. The University is home to Nevada's first medical school - the University of Nevada, Reno School of Medicine and the Wayne L. Prim Campus at Lake Tahoe, where education, research, and creative work thrive in a stunning mountain setting. The University delivers on its original land-grant mission with outreach across the state through the University of Nevada, Reno Extension, Nevada Agricultural Experiment Station, Nevada Bureau of Mines and Geology, Nevada Small Business Development Center, the Nevada Seismological Laboratory, and Wolf Pack Athletics.

The main campus is in Reno, Nevada, a burgeoning global technology hub with a vibrant midtown and downtown. Found where the high desert of the Great Basin meets the High Sierra and Lake Tahoe, the beautiful, 290-acre main campus is also a Nevada State Arboretum. The University's physical infrastructure is expanding with ongoing construction of the newly named John Tullock Business Building, set to open in fall 2025. Groundbreaking is also planned for a new State Public Health Laboratory Building on campus, alongside the recent acquisition of 16 parcels near campus, known as "University Village," to provide affordable housing for graduate students and early career faculty.

Collaborating with world-renowned organizations, the University fosters innovation through initiatives such as the Digital Wolf Pack partnership with Apple, which ensures equitable access to technology for students, providing new incoming freshman or transfer students with an iPad Air and accessories. Google's TechWise initiate is an 18-month program that fully supports undergraduate students in becoming entry-level software engineers by graduation.

In 2023, the U.S. Department of Commerce's Economic Development Administration (EDA) announced that Nevada - led by the University of Nevada, Reno - was named one of the inaugural 31 Regional Technology and Innovation Hubs (TechHubs). Nevada was selected from a competitive pool of 489 applicants from across the United States and its territories. Nevada's Tech Hub will strengthen America's lithium batteries, critical elements and other electric vehicle materials industry sectors within the state.

Through its commitment to high-impact education, world-improving research and creative activity, and outreach that's transforming Nevada's communities and businesses, the University continues its 150-year tradition of benefitting our state, nation and world.

The University recognizes that diversity promotes excellence in education and research. The inclusive and engaged community on campus recognizes the added value that students, faculty, and staff from different backgrounds bring to the educational experience.

Today, the University delivers on its original land-grant mission of access to education and knowledge by investing in the academics, facilities, support, engagement and vibrant campus life that promote our diverse students' cognitive growth and academic achievement - all while remaining one of the best values in American higher education.

For more information, please visit the University's website.

University of Nevada, Reno

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Operations-Coordinator--Nevada-Online-Learning_R0150555?workerSubType=dddb2e55fbdf014cc806bd19c034ed08&workerSubType=dddb2e55fbdf011e7533c019c034ee08&workerSubType=dddb2e55fbdf0125f832c319c034ef08

Founded in 1874, the University of Nevada, Reno is the State of Nevadas land grant institution with a statewide mission and presence. The University of Nevada, Reno is a Carnegie I Research Institution and has been recognized as a "Top Tier" Best National University by U.S. News & World Report. With an enrollment of nearly 21,000 students we offer 145 Tier 1 accredited degree programs. Located in the picturesque Truckee Meadows the University of Nevada, Reno is surrounded by numerous state and national parks, is 45 minutes from beautiful Lake Tahoe, and four hours from San Francisco. The University of Nevada, Reno recognizes that diversity promotes excellence in education and research. We are an inclusive and engaged community and

recognize the added value that students, faculty, and staff from different backgrounds bring to the educational experience. The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

jeid-1ddb90e8109b4b479de7ce7881537e84