

Director Hispanic Latinx Community Relations

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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 <https://www.unr.edu/>. For UNR Med professional job postings, please contact the Office of Professional Recruitment at (775) 784-6778.

Job Description

The Director of Hispanic/Latinx Community Relations position will report directly to the Senior Vice Provost and work in close coordination with the University Diversity and Inclusion Officer, to engage and address the needs of the Hispanic/Latinx communities on and off campus. The Director will serve as a liaison between these communities and the Senior Leadership Team, as well as relevant units (including Alianza, The Multicultural Center, and the Latino Research Center, and the office of Diversity and Inclusion). The Director will collaborate with Provost's Office and the Division of Student Services to facilitate Hispanic/Latinx student success by enhancing recruitment, retention, and academic programming. This position will also work to support HSI efforts, with an emphasis on serving the diverse needs of students. The Director will collaborate with deans and directors to advance the recruitment and retention of Hispanic/Latinx academic and administrative faculty and staff across the university. The Director will also meet with and advise individuals and units of the university concerning Hispanic/Latinx faculty and staff interests, advancement, and professional development. The Director will engage with Hispanic/Latinx communities directly to foster strong university-community relations and advance initiatives to best serve the growing Latinx population in the region and to promote new and existing UNR outreach efforts (programming, events, public engagement, etc.). This position will be responsible for supporting and advancing initiatives that focus on Hispanic/Latinx issues and foster related collaborations. The Director will work with the administration to inform decisions regarding University policies and the University's primary missions of education, research, and engagement as they pertain to Hispanic/Latinx communities.

Required Qualifications

Bachelor's Degree and five years of related professional work experience: OR a Master's Degree and three years of related professional work experience. Bilingual required (English/Spanish).

Related Experience:

The ideal candidate will have a demonstrated track record of outreach and involvement within the greater Nevada Hispanic/Latinx community in addition to experience in higher educational settings.

Schedule or Travel Requirements

Some Travel Required

Compensation Grade

C

To view the salary schedule for this position, please visit:

<https://www.unr.edu/hr/compensation-evaluation/salary-schedules> and select Administrative Faculty by Grade. Salary is competitive and commensurate with related education and experience.

Department Information

The Office of the Provost coordinates the academic mission of the university, manages the academic experience for students, and implements policies and procedures related to faculty and administration.

Total Compensation

The total compensation package includes a competitive salary, moving expenses (if applicable), a rich retirement plan, health insurance options that include dental and vision, life insurance, long-term disability, annual and sick leave, along with many other benefits. Additionally, there is a grant-in-aid educational benefit for faculty and dependents. For more information, please visit: <https://www.unr.edu/hr/benefits>

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. <https://www.unr.edu/hr/jobs/dual-career-program>

Contact Information

David Shintani, Vice Provost, Undergraduate Education - <mailto:shintani@unr.edu>

Jennifer Gardner, Search Coordinator - <mailto:jscanio@unr.edu>

Exempt

Yes

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 <mailto:jobs@unr.edu>.

Please attach the following documents to your application:

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for three professional references
- 4) Please write a brief statement (one page maximum) about how you would contribute toward our mission of creating a culturally inclusive environment in the role for which you are applying.

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.

University of Nevada, Reno

To apply, visit <https://apptrkr.com/2832219>

Founded in 1874, the University of Nevada, Reno is the State of Nevada's 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 person's 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.

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