

---

**UNLV Today 11-12-2009**

**HR and Employment Announcements**

**Internal Announcement for Executive Assistant to the University Libraries Dean**

University Libraries invites internal applicants for the position of Executive Assistant to the Dean. This is a 12-month, A Contract, Professional Staff position. The Executive Assistant to the Dean will support the dean by providing project management, calendaring, and communication and administer faculty personnel functions as specified by the NSHE Handbook, UNLV bylaws, and University Faculty bylaws.

The successful internal candidate must have a Bachelor's degree from an accredited program and at least five (5) years of related professional comparable experience. The candidate will have familiarity with the mission and services of academic institutions and research libraries, the ability to maintain strict confidentiality, respect for all employees, sound judgment, and superior interpersonal skills. Good writing, communication, and organizational skills and the ability to gather, understand and interpret information are considered essential requirements. The successful candidate must also have attention to detail and strong computer skills, including the ability to use standard desktop software programs; have the ability to develop and cultivate strong and collaborative relationships within the library and institution; and be a self-starter able to manage multiple projects and prioritize issues under deadline.

**Interested applicants are requested to submit a letter of application and resume online at <https://hrsearch.unlv.edu> no later than November 19, 2009.** For assistance with UNLV's online application portal, contact Jen Martens at 5-2894 or [hrsearch@unlv.edu](mailto:hrsearch@unlv.edu). EEO/AA Employer

**Contact:** Jen Martens

**Email:** [jen.martens@unlv.edu](mailto:jen.martens@unlv.edu)

**Phone:** 702-895-2894