

Architect

The College of Southern Nevada appreciates your interest in employment at our growing institution. We want your application process to go smoothly and quickly. We ask that you keep in mind the following when completing your application:

- Once you start the application process you cannot save your work. Please ensure you have all required attachment(s) available to complete your application before you begin the process.
- Required attachments are listed below on the posting. Your application will not be considered without the required attachments.
- Please note that applications must be submitted prior to the close of the recruitment. Once a recruitment has closed, applications will no longer be accepted.

If you are unable to attach the required documents to your ON-LINE application, you may send them to Human Resources via email <mailto:hr.recruitment@csn.edu> or fax to (702) 651-5778.

Job Description

This position assists in the management of planning, design, construction and analysis of facilities used by CSN. Duties performed are for in-house projects, projects performed by licensed A/E's and projects administered by the SPWD including coordinating and overseeing the projects from the programming phase through construction. This position will also be responsible for participating in short and long term master planning efforts for the College, such as, preparing campus capital project proposals, the development and maintenance of long range plans, the development and maintenance of the College's aesthetic and functional objectives, and communication with a diverse range of groups, including College constituencies and municipal officials. In addition, this position will also be responsible for the development and implementation of the management and use of real estate holdings. The position will maintain an inventory and detailed records of all properties acquired or disposed of, as well as managing and recommending acceptance or rejection of new properties or potential gift properties.

Required Qualifications

- Bachelor's degree in Architecture.
- Registered with Nevada architectural registration or have the ability to do so within 6 months of hire date.
- Five years of experience in the field.

Preferred Qualifications

- Experience with public sector projects or State Public Works Division projects.
- Good communication skills, including verbal, written and graphics.
- Thorough knowledge of construction, planning, design, programming, budgeting and scheduling of projects.
- Basic knowledge of contracts, purchasing and bidding requirements.

- Skilled in both manual and computer aided drafting.
- Knowledge of codes and statutes relative to construction and design.
- Architectural experience with Nevada System of Higher Education (NSHE) or other educational institutions.
- Competent in Microsoft Word and Excel.

Salary Range

Administrative Faculty Grade D

\$81,970.00 - \$86,970.00 Annual

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

To be considered for this position, please upload the following documents to your application:

- Resume /CV - List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented
- Cover Letter
- Unofficial College Transcripts
- List of 3 professional references

Local Search

Out of Area/State Candidates will not be offered travel reimbursement.

INTERNAL APPLICANTS PLEASE NOTE

CSN employees or employees within the Nevada System of Higher Education (NSHE) must use the "Find Jobs" process within Workday to find and apply for jobs at CSN and other NSHE Institutions. Once you log into Workday, type "Find Jobs" in the search box which will navigate to the internal job posting site. Locate this specific job posting by typing the requisition number, in the search box. If you complete an application outside of the internal application process, your application will be returned and you will have to reapply as an internal applicant which may delay your application.

Posting Close Date

05/31/2019

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. The search committee will use this information during the initial review of application materials.

All document(s) must be received by 11:59 p.m. the day prior to the closing date posted on the job announcement.

This position may require that a criminal background check be conducted on the candidate(s) selected for hire.

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.

Schedules are subject to change based on organizational needs.

CSN is responsive to serving the educational needs of a diverse and ever-changing community. CSN employs only U.S. citizens and aliens authorized to work in the U.S. CSN does not sponsor aliens applying for faculty, professional staff, or management positions (H-1B Visas) in the absence of exceptional circumstances as defined by the USCIS.

To apply, visit <https://apptrkr.com/1455371>

About Us

The College of Southern Nevada (CSN) creates opportunities and changes lives through access to quality teaching, services, and experiences that enrich our diverse community. CSN has three main campuses in Las Vegas, North Las Vegas and Henderson and multiple sites and centers.

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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