

Program Coordinator, Ombuds Office [R0148909]

Locations: UNLV1-Main Campus, Las Vegas

Time type: Full time

Job requisition id

R0148909

The University of Nevada, Las Vegas (UNLV) appreciates your interest in employment. 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 need assistance or have questions regarding the application process, please contact Human Resources at (702) 895-3504 or unlvjobs@unlv.edu.

Job Description

The University of Nevada, Las Vegas invites applications for Program Coordinator, Ombuds Office [R0148909].

This is a full-time, in-person position.

ROLE of the POSITION

Reporting to the Ombuds, the Program Coordinator provides support for Ombuds Office casework and programming and is responsible for ensuring effective business operations in the Ombuds Office's delivery of programs and support for UNLV faculty, staff, and students. In addition to daily operational tasks, this position is responsible for managing

business and fiscal operations; planning, marketing, and coordinating the office's workshops, group facilitations, and outreach services, including tabling at resource fairs; publicizing and coordinating the office's mediation practice; ensuring effective customer service operations within the office; preparing statistical and qualitative reports summarizing the work of the office; implementing and interpreting survey data; supervising graduate assistants and other employees as assigned; and supporting the creation and implementation of strategic goals and initiatives.

This position works with units across campus to disseminate information about the Ombuds Office and to optimize accessibility to the office. In addition, the incumbent must give priority to the four basic principles of organizational ombuds practice: confidentiality, impartiality, informality, and independence. By upholding these principles, the Program Coordinator supports the Ombuds Office in aiding the university's exercise of its mission

ABOUT the OMBUDS OFFICE

UNLV's Ombuds Office assists with informal interpersonal and institutional conflict resolution. It is accessible to everyone at UNLV, including students, staff, and faculty.

The Ombuds, in one-on-one consultations, listens to visitors, helping them to understand their options and talking with them about how they can more effectively advocate for themselves. The Ombuds can refer visitors to other resources when applicable, and report to campus leadership about systemic issues.

The office also has a mediation practice, which gives parties the option of neutral, voluntary, and confidential conflict resolution.

Workshops

As part of its mission to support conflict resolution, UNLV's Ombuds Office is dedicated to providing faculty, staff, and students with quality training opportunities that meet the diverse needs of each group on campus. These sessions are designed to help individuals and groups communicate and resolve conflict better, as well as foster productive interpersonal relationships.

For a detailed list of interactive workshops that the office offers, please visit the workshops page.

Standards of Practice

The Ombuds Office operates in accordance with the Code of Ethics and Standards of Practice of the International Ombuds Association, a member-led professional association that supports the work of organizational ombuds and offers training, development, and networking resources.

The IOA Standards of Practice are: independence, impartiality, informality, and confidentiality.

MINIMUM QUALIFICATIONS

This position requires a bachelor's degree from an accredited college or university as recognized by the United States Department of Education and/or the Council on Higher Education Accreditation (CHEA) and three years of administrative work experience in a complex professional setting. Credentials must be obtained prior to the employment start date.

PREFERRED QUALIFICATIONS

Work experience in a similar role within higher education or dispute resolution is preferred. Experience with Workday, PeopleSoft, and other information systems in use at UNLV is preferred.

COMMITMENT to DIVERSITY and CAMPUS VALUES

A successful candidate will support diversity, equity, and inclusiveness and contribute to a respectful, positive work environment. They will use our Campus Values to guide their decisions and actions and demonstrate our Rebel spirit.

SALARY

Salary range is \$62,000.00 - \$75,000.00. Unable to offer more than stated salary range.

BENEFITS OF WORKING AT UNLV

Competitive total rewards package including:

Paid time off, sick leave, and holidays

Excellent health insurance including medical, dental and vision

Comprehensive retirement plans and voluntary benefits programs

No state income tax

Tuition discounts at Nevada System of Higher Education (NSHE) schools

Tuition discounts for spouses, domestic partners, and dependents

PERKS & PROGRAMS

Employee recognition and appreciation programs

UNLV athletics ticket discounts

Statewide employee purchase program discounts

RebelCard discounts on and off campus

Wellness programming for all UNLV faculty and staff at no cost

Opportunity for career advancements to leadership roles

Connect with colleagues with shared interests

Personal and professional development opportunities

A comprehensive onboarding program, Rebels: Onboard

Support and resources available for veteran applicants — contact vetjobseekers@unlv.edu or visit our Veterans Webpage.

HOW TO APPLY

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who

may be contacted. References will not be contacted until the search chair notifies you in advance.

Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based. Materials should be addressed to David G. Schwartz, Search Committee Chair.

Although this position will remain open until filled, review of candidates' materials will begin on September 15, 2025.

Applications must be submitted electronically through Workday. Please note that emailed materials will not be accepted.

Veterans are encouraged to apply. UNLV values the skills of those who have served. Learn more at Veterans Webpage or contact vetjobseekers@unlv.edu for support.

For assistance with the application process, please review instructions on How to Apply. For further assistance contact UNLV Human Resources at (702) 895-3504 or UNLVJobs@unlv.edu.

SPECIAL INSTRUCTIONS FOR INTERNAL NSHE CANDIDATES

UNLV 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 UNLV 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 job requisition number, "R0148909" 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.

PROFILE of the UNIVERSITY

Founded in 1957, UNLV is a doctoral-degree-granting institution comprised of approximately 30,000 students and more than 3,600 faculty and staff. To date, UNLV has conferred more than 152,000 degrees, producing more than 130,000 alumni around the world. UNLV is classified by the Carnegie Foundation for the Advancement of Teaching as an R1 research university with very high research activity, and is a recipient of the Carnegie Classification for Community Engagement. The university is committed to recruiting and retaining top students and faculty, educating the region's diversifying population and workforce, driving economic activity through increased research and community partnerships, and creating an academic health center for Southern Nevada that includes the launch of a new UNLV School of Medicine. UNLV is located on a 332-acre main campus and two satellite campuses in Southern Nevada.

Here at UNLV, we have come together and created one of the most affirmative and dynamic academic environments in the country. UNLV sits in the top spot in U.S. News & World Report's annual listing of the nation's most diverse universities for undergraduates. The university has ranked in the top ten since the rankings debuted more than a decade ago. We continue to show our commitment to serving our wonderfully diverse population and building the future for Las Vegas and Nevada.

For more information, visit us on line at: <http://www.unlv.edu>

EEO/AA STATEMENT

The University of Nevada – Las Vegas (UNLV) 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). Discrimination on the basis of a protected class, including unlawful harassment, which is a form of discrimination, is illegal under federal and state law. Where unlawful discrimination is found to have occurred, UNLV will act to stop the unlawful discrimination, to prevent its

recurrence, to remedy its effects, and to discipline those responsible. Women, minorities, and veterans are encouraged to apply.

TITLE IX STATEMENT

The University of Nevada, Las Vegas, does not discriminate on the basis of sex in any education program or activity that it operates. Non-discrimination on the basis of sex is mandated by Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) and the corresponding implementation regulations (34 C.F.R. Part 106). The University's commitment to nondiscrimination in its education programs and activities extends to applicants for admission and employment. Inquiries concerning the application of these provisions may be referred to: Michelle Sposito, J.D., Title IX Coordinator, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Mail Stop 1062, Las Vegas, NV 89154-1062, Campus Services Building (CSB) Room 246, Telephone: (702) 895-4055; Email: titleixcoordinator@unlv.edu, or to The Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov; or to both.

Information pertaining to the University's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond can be found online at the Office of Equal Employment & Title IX webpage.

SAFETY AND SECURITY STATEMENT

UNLV is committed to assisting all members of the UNLV community in providing for their own safety and security. The Annual Security Report and Annual Fire Safety Report compliance document is available online.

JOB CATEGORY

Administrative Faculty

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Submit a letter of interest, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references who may be contacted. References will not be contacted until the search chair notifies you in advance.

Posting Close Date

Note to Applicant

This position may require that a criminal background check 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.

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.

All document(s) must be received on or before the closing date of the job announcements (if a closing date is provided).

Recruitments that provide a work schedule are subject to change based on organizational needs.