



## UNLV Open Competitive Recruitment

**ADMINISTRATIVE ASSISTANT III**  
**School of Dental Medicine**

**Announcement Number – 10686**  
**\$32,677 - \$47,606 - Grade 27**

**Job Description** This position requires problem solving and performance of specialized duties within the framework of the School of Dental Medicine's Division of Continuing Education Department. The main duty of this position is to support the Director of Continuing Education & Chair of Clinical Sciences in the development, promotion, and administration of actual programs (registrations, payment, room assignments, catering, audiovisual support, and certification of completion for attendees) and account income and expenses for all programs. Additional duties include acting as a liaison to UNLV campus organizations in the development of Continuing Education program materials including brochures, promotional pieces, website management, and educational outreach management of registrations; handling phone and e-mail inquiries about continuing education programs; managing purchase requests and disbursement of funds for program expenses; contracting vendors and dental suppliers who are sponsoring programs to obtain signed contracts, disclosure, and commercialism agreements; managing speaker contracts and arrangements for travel and expenses; contracting catering for meal arrangements; administering the course portfolio for each course including compiling the necessary forms, tracking expenses, checking enrollments to ensure the programs remain on timelines for development and presentation; managing requests for refunds and course changes by participants; ensuring the timely mailing and electronic distribution of promotional pieces for individual courses; managing registration, meals, and breaks for courses; working with lab and support staff to ensure materials and spaces are ready for participation and clinical care-based cases; acting as an in-course assessment person; interacting with participants during courses and record participant comments; discuss and record other course interests of participants; ensuring that course evaluation forms are prepared and delivered to the course area; encouraging participants to complete the forms and collect them post-course; compiling completed course evaluation forms and arranging data for both internal use and speaker feedback; assisting in-house faculty in the development of course materials; maintaining courses on the Continuing Education website; providing administrative/secretarial support for the Department of Clinical Sciences; ensuring the confidentiality of all personnel information, student information, student performance, tests, etc.; providing secretarial support and administrative support to various staff and faculty members; preparing tests and educational materials for department faculty to include learning ParScore, ParTest, and WebCT; making copies of tests and other materials; maintaining Clinical Science tests files; and performing specific tasks assigned by the Department Chair & the Assistant to the Chair.

**PLEASE NOTE\*** This position is contingent upon funding and will require working some weekends.

**Education and Experience** Graduation from high school or equivalent education and three years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience.

**Special Notes** 1) 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.

**Application Requirements** In order to be considered for employment at UNLV, ONLY the following documents MUST be attached to your application in sequence:

- 1) Cover Letter
- 2) Resume

PLEASE NOTE: The NVAPPS System will direct you not to attach a resume. Please ignore this message for UNLV positions, and attach your cover letter and resume to your application.

**Application Instructions** **Application deadline is 5:00 p.m. on November 13, 2009.** Applicants must apply online through NVAPPS, the State of Nevada on-line application system. Click on this link to apply for the position:  
<https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=10686>

**Examination** Only the best-qualified candidates will advance to testing which will include the written examination and job sampling exercises to measure job-related knowledge, skills, and ability.

**Direct inquiries or correspondence to:**

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P.O. Box 451026  
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Phone: (702) 895-2894

E-mail: [classified.recruitment@unlv.edu](mailto:classified.recruitment@unlv.edu)

TDD for the Hearing Impaired (800) 326-6868

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