

Lecturer I or II/Teaching Assistant Professor/Director,  
Office of Undergraduate Fellowships  
University of Nevada, Reno

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Posted May 24, 2024, set to expire Sep. 19, 2024

<b>Job Title</b>	Lecturer I or II/Teaching Assistant Professor/Director, Office of Undergraduate Fellowships
<b>Department</b>	Honors College
<b>Institution</b>	University of Nevada, Reno Reno, Nevada
<b>Date Posted</b>	May 24, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Teaching & Learning Student Affairs
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**Job Description**

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**Lecturer I or II/Teaching Assistant Professor/Director, Office of Undergraduate Fellowships**

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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



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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 [jobs@unr.edu](mailto:jobs@unr.edu). For UNR Med professional job postings, please contact the Office of Professional Recruitment at (775) 784-6778.

### **Job Description**

The Honors College at the University of Nevada, Reno seeks candidates for the Director of Undergraduate Fellowships. The Director serves all undergraduate and graduate students, including recent alumni, at the University of Nevada, Reno. The Director is a member of the Honors faculty and reports to the Associate Dean of the Honors College.

This is a part-time appointment for either a 9-month or 12-month academic. This position can be a joint hire with another University department/college to which a memorandum of understanding (MOU) will be negotiated upon hire with the partnering department/college. This position can also be a part-time 0.5 FTE position without a joint appointment.

The Director of the Office of Undergraduate Fellowships (OUF) recruits and supports student applicants for nationally and globally competitive fellowships. Though OUF is housed in the Honors College, it serves all undergraduate and graduate students and recent alumni. As a member of the Honors faculty, the Director teaches a one-credit fellowship writing honors course fall and spring semesters.

The Director supervises a staff that includes a part-time faculty member, one graduate teaching assistant, and 3-4 student interns. With the help of the Honors College fiscal officer, the Director manages the budget of OUF which includes funds for events, awards, and student travel and research. The Director works with faculty, staff, and community partners to provide multiple levels of support for applicants and their mentors. The Director also manages all data related to recruiting and supporting applicants and provides regular reports on nominees and awardees to campus leadership and stakeholders.

The Director is also the President of the campus chapter of Phi Kappa Phi and oversees the induction of new members every year and maintains an active membership with the National Association of Fellowship Advisors.

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### **Lecturer Statement**

The University of Nevada, Reno reserves the right to hire at any level of Lecturer (I-IV) or Teaching Assistant/Associate/Professor (terminal degree candidates) that is appropriate for the hire. If you have questions about title, please inquire during the interview process.

### **Required Qualifications:**

- Terminal degree in their field
- Knowledge of national and global fellowships and scholarships
- Excellence in teaching and mentoring
- Experience working with diverse stakeholders

### **Preferred Qualifications:**

Experience mentoring students to successful completion of national and global fellowships.

### **Compensation Grade**

Commiserate with level of position offered.

To view the salary schedule for this position, please visit: [Salary Schedules](#) and select Academic Faculty (12-month). Salary is competitive and commensurate with related education and experience.

### **Total Compensation**

The total compensation package includes a competitive salary, moving allowance (if applicable), a rich retirement plan, health insurance options that include dental and vision, life insurance, along with many other benefits. Additionally, there is a grant-in-aid educational benefit for faculty and dependents. For more information, please visit: [UNR Benefits](#)

### **Faculty Dual Career Assistance Program**

The University of Nevada, Reno recognizes the importance of addressing dual-career couples'

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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. [Dual Career Program](#)

### Department Information

The Honors College at the University of Nevada, Reno, is mission-driven, guided by our four pillars, Resilience, Ingenuity, Stewardship, and Equity, and at the service of the university and surrounding communities. As the fastest growing college at the University of Nevada, Reno, the Honors College is actively planning a trajectory of growth. Our incoming first year cohort is diverse by many metrics, with more than 50% of its students identifying as BIPOC.

### 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 [jobs@unr.edu](mailto:jobs@unr.edu).

### Attach the following attachments to your application

1) Resume/CV

2) Cover Letter

3) References

3) 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.

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**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.

The University of Nevada, Reno 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).

**About Us**

The University of Nevada, Reno is a leading American public research university committed to the promise of a future powered by knowledge. Founded in 1874 as Nevada's original land-grant

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university, the University serves 21,000 undergraduate and graduate students from all 50 states and 63 countries.

Classified by the Carnegie Classification of Institutions of Higher Education as an R1 ("Very High Research") university, it is also recognized in the Carnegie Community Engagement classification. The University is also ranked by U.S. News & World Report among the "Best National Universities" and "Best National Public Universities." It also ranks in the top tier of the WSJ/Times Higher Education World University Rankings and the New York Times' "Top Colleges for Economic Diversity."

Since 2009, nearly \$1 billion has been invested in advanced labs, facilities, and residence halls on the main campus. The University is home to Nevada's first medical school - the University of Nevada, Reno School of Medicine - and it delivers on its original land-grant mission with outreach across the state through the University of Nevada, Reno Extension, Nevada Agricultural Experiment Station, Nevada Bureau of Mines and Geology, Nevada Small Business Development Center, the Nevada Seismological Laboratory, and Wolf Pack Athletics.

The main campus is in Reno, Nevada, a burgeoning global technology hub with a vibrant midtown and downtown. Found where the high desert of the Great Basin meets the High Sierra and Lake Tahoe, the beautiful, 290-acre main campus is also a Nevada State Arboretum. In recent years, the University has expanded to include two additional locations: the Redfield Campus in south Reno and the Wayne L. Prim campus in Incline Village, which is the home of the University of Nevada, Reno at Lake Tahoe.

As part of the Nevada System of Higher Education - comprised of two research universities, one state college, four community colleges and an environmental research institute - the University is committed to developing strong partnerships with each of these institutions for the benefit of all Nevadans.

Through its commitment to high-impact education, world-improving research and creative activity, and outreach that's transforming Nevada's communities and businesses, the University continues its nearly 150-year tradition of benefitting our state, nation and world.

The University recognizes that diversity promotes excellence in education and research. The inclusive and engaged community on campus recognizes the added value that students, faculty, and staff from different backgrounds bring to the educational experience.

Today, the University delivers on its original land-grant mission of access to education and knowledge by investing in the academics, facilities, support, engagement and vibrant campus life that promote our diverse students' cognitive growth and academic achievement - all while remaining one of the best



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values in American higher education.

For more information, please visit the [University's website](#).

### University of Nevada, Reno

#### To apply, visit

[https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Lecturer-I-or-II-Teaching-Assistant-Professor-Director--Office-of-Undergraduate-Fellowships\\_R0142270?workerSubType=dddb2e55fbd014cc806bd19c034ed08&workerSubType=dddb](https://nshe.wd1.myworkdayjobs.com/en-US/UNR-external/job/University-of-Nevada-Reno---Main-Campus/Lecturer-I-or-II-Teaching-Assistant-Professor-Director--Office-of-Undergraduate-Fellowships_R0142270?workerSubType=dddb2e55fbd014cc806bd19c034ed08&workerSubType=dddb)

*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.*

### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

Honors College

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