The AIA Las Vegas Chapter is fortunate to have a membership of talented architects, associates and allied members. These are members whose personal commitment to elevating the profession and to improving their communities make them fine examples of what architecture is all about. This year, we take the opportunity to recognize one exceptional member each month. In this way we hope to acknowledge the contributions they are making to Chapter and the profession and to inform and inspire others through their example.

**IAMAIA LV SPOTLIGHT**

**DR. GARY GUY WILSON, AIA**

I am a proud Member of AIA where membership must be earned... AIA is the public face for Architects and Architecture and is the advocate for publicizing and promoting the Architectural Profession. AIA has always been a source for tools, forms and information to assist Architects in contracting and managing their practices, projects and in providing administering of construction projects that they have designed. One of my proud moments in about 1970, was attaining membership in the American Institute of Architects and in the Las Vegas Chapter. I had reached another goal, another milestone. To this day I include “AIA” as a bold design statement in my letterhead.

The following year I was elected Vice President of the Chapter and subsequently the next year became its president...

In those days, there were just a handful of active, local Architects involved in the chapter and there was much to be done. State legislature was in session, and there were issues that impacted Architects and Architecture in the State. Among other things, we worked on the framework that added Residential Designers to State Licensing Laws and within the purview of the State Board of Architecture. In addition, a very important tradition was started... The annual AIA golf tournament... This event brought Architect’s and their teams out for some friendly competition, and allowed Architects to bring their Clients out for a social event and at the same time provide them an opportunity to become familiar with the local AIA, and an AIA sponsored event... I played every year for about 40 years before I bowed out to let my son Cash Wilson and long-time Architect Dom Cambeiro battle it out for the most years involved and playing in the tournament.

At the end of 2012, over 40 years later, I was elected to serve on the Las Vegas Chapter Board of Directors for 2013 and 2014. I was honored to do so and believed I helped bring a “seasoned perspective” to the Board.

My Philosophy and Goal in Architecture, from the beginning, was to provide Architectural Services to all whom had a need. I believed then and believe today that they and the neighborhoods and community around are better served if a professional Architect is involved with the design, planning, detail documentation and construction administration of their project, whether large or small. A result of this philosophy has been, I am happy to say, we have had the opportunity to see the realization of over 4500 contracted assignments... and we are still going strong...

I have learned over these years, that personal dedication and passion for the work of Architecture, the vision, the research, the study, the thoughtful design, the math, the economics, the engineering and listening to what the clients are saying, all matters in permitting Architecture to happen.

However, looking ahead 20 years, I see myself basking in the sun, on the deck of our cabin, surrounded by quaking aspen, pine trees, and deer. And, I see myself fly-fishing the ponds and streams of the high mountains... while skilled associates continue the good work. I will draw, sketch, paint, and write in my spare time, and continue to be a critic for the design work still being produced, right here, in our Las Vegas offices...

At the same time, I will reflect on the works of Frank Lloyd Wright, Eero Saarinen, Corbusier, Mies and Frank Gehry... some of my favorites over the years, and imagine how it would have been to speak with them and discuss their relevance for today.

Architects provide value added service to their clients by creating relevant design, understanding codes and regulations, understanding optional systems, materials and costs, and by respecting client’s operational or functional needs, and respecting their schedules and budgets...

I also see the Profession of Architecture will continue to change over the next 5-10 years due to advancement of design and cadd tools and of modelling. Also, ever changing technology in methods and material will continue to impact Architecture. In addition, the Vision will be ever changing allowing for advances in understanding of the human condition, and the conditions of our planet.
TO THE FUTURE... AND BEYOND!

It’s already December, and I’ve come to the end of my second term as President of AIA Las Vegas. Believe me when I say that I am truly grateful to have had this opportunity and that I consider myself very fortunate to have worked with so many dedicated and exceptionally talented professionals. Together we have made our Chapter stronger and our community better. We have expanded our community presence, strengthened our support of the UNLV School of Architecture, achieved a legislative victory by eliminating the “duty to defend” from public works contracts, re-established our Architecture Las Vegas magazine, and made the Chapter financially stronger. None of this could not have been accomplished without a strong board of directors, and the collaborative efforts of the dedicated leadership of the Chapter.

A few weeks ago, members of the Board (current and past) met for a day-long session to develop a strategic plan that would allow us to successfully meet the challenges and opportunities that will be a part of the next five years. AIA Las Vegas will celebrate our 60th Anniversary in 2016. We’ll host the Western Mountain Region Conference in 2017; and all the while we will be preparing to host the AIA National Exposition and Design Conference in 2019. These would be major challenges for any Chapter, but even more of a challenge for a Chapter with a current membership of 450. But I know we can meet and achieve any goals because of the quality of our leadership and the dedication of the members that make up our organization.

Brett Ewing, AIA, incoming President for 2016 is already hard at work on a year-long 60th Anniversary Celebration that will increase public awareness of architects and engage civic and business leaders in the community. Jon Sparer, AIA, President-elect 2016/ President 2017 has already begun to consider the opportunities in hosting a great WMR regional conference and increasing our membership. And by 2017 the Chapter will be deep into planning and organizing the 2019 AIA National Convention.

While our five year strategic plan is still being written, one thing is abundantly clear. There is a great deal of work to be done and your chapter needs you. It will take a unified effort by all members to make the most of these opportunities.

So I am asking for a renewed commitment from each member to support the Chapter as we move into the future. What can you do? Simple – just make the choice to support your chapter. Renew your membership. Between now and January 31, 2016 pay your dues and keep your membership active. Attend all Chapter Events. It will be well worth it for the content, the C.E. credits, and the opportunity to network and meet with friends and associates. Read your newsletter and E-mail notices. This is an important means of communication and can provide you with valuable information. Support the Chapter’s fund-raisers. Don’t leave it to someone else. Help to promote AIA events and encourage participation and attendance. Encourage others to join AIA. Strengthen the membership by asking your friends and business associates to join. Bring them along to an AIA Meeting or event and encourage them to become a part of our organization. And finally, Use your AIA (Associate AIA or Allied Member of AIA Las Vegas) Designation. You’ve worked hard to attain it. It is a valuable piece of your professional identification. Use it and let everyone know that you are a proud, licensed and registered member of AIA Las Vegas and that you are committed to building quality communities and upholding the highest ethical and professional standards. It can only do you good.

I’m not asking you to do anything that I’m not continuing to do. For in truth, when my term as President ends, I still plan to be here and be an active part of our AIA. So I’ll be looking for opportunities to work with you. My thanks to everyone who has made the last two years a wonderful experience for me, and my very best wishes for the Holidays to each of you.
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LET’S GROW OUR CHAPTER! There is strength in numbers... and our architectural community in Las Vegas has a lot to offer. If each individual member of AIA Las Vegas brought one new member to the Chapter, we would not only double our membership....we would greatly increase our ability to promote, protect, and serve each member individually, as well as build, protect and advocate on behalf of the profession.

We’re betting that you know at least one person in the industry – whether it’s an Architect, Intern, Architecture student, consultant, engineer, contractor, interior designer, landscape architect, manufacturer, supplier or product representative who would benefit from AIA membership. All you have to do is encourage them to join AIA Las Vegas... and when they do... we’ll give you $50.00!

You Can’t Lose!
You help your Chapter, your profession and yourself at the same time....
You do a great thing by connecting your friend to AIA.
And you get $50.00 bucks!

This “Each One – Bring One” deal is good from now through March 31, 2016.
And we’re giving you the tools to do it.

Application forms for Architects, Associates and Allied Members are available on the AIA Las Vegas website (Join). Download the forms and write your name in the Upper Right Hand Corner of each application. Duplicate the forms as necessary, and use them to encourage other to join AIA Las Vegas.

When we receive the member application (with your name on it) we’ll process your friend’s membership immediately and send you $50.00.
(get two, that’s $100... three, $150... TEN, $500)
It’s that easy!

CLICK HERE FOR APPLICATIONS

PLEASE NOTE THAT YOUR MEMBERSHIP FOR 2016 MUST BE PAID IN FULL BEFORE YOU WILL RECEIVE YOUR $50.00

WHAT DO YOU HAVE TO SAY?
The AIA FORUM is your newsletter.

It is provided as a member benefit and to help you stay informed on Chapter happenings, meetings, ideas and activities. We invite your participation in the form of articles and editorials.

If you have information you’d like to share or if you’d like to comment on an article, or provide new information or a point of view, please let us know via email to Randy Lavigne, Hon. AIA – Executive Director, AIA Nevada/AIA Las Vegas – rlavigne@aianevada.org

SUPPORT AIA ALLIED MEMBERS

Allied Members are committed to the architects and design professionals of Nevada and they show it by supporting the AIA through advertising, sponsorships and service on committees.

SUPPORT OUR AIA ALLIED MEMBERS
and keep our Chapters strong.
2015 NEVADA
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AND
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Join us on
Wednesday, December 9th, 2015
To Celebrate Excellence In Design, Distinguished Service
And to Toast Another Wonderful Year

This special black-tie optional event is being held at 6:00PM in the
Valencia Ballroom at the J.W. Marriott Hotel
221 N. Rampart Boulevard, Las Vegas, Nevada

Tickets $125.00 each - Couples $200.00 - Special rate for tables of 8 @ $950.00
CLICK HERE to Reserve your tickets or your table today
Out of town guests may reserve a room at the J.W. Marriott by calling 877-622-3140

Don’t forget, we will also be collecting monetary donations and personal items and toys for Safe Nest Shelter!

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JANUARY MEMBER MEETING
1956-2016 CELEBRATING 60 YEARS

The AIA Las Vegas Chapter will kick-off 2016 with a year-long celebration of our 60 years as an AIA Chapter. Our 60th Anniversary coincides with the 50th Anniversary of Caesars Palace, one of the world’s most recognizable hotel resorts and entertainment venues, and one of the few early hotels and casinos left standing from the 1950’s and 60’s.

Our January meeting will be held at Caesars in the Octavius Ballroom, with special guest speaker Gary Selesner, Regional President, Caesars Palace.

The Chapter was incorporated and established on January 6, 1956. For the last 60 years our Chapter and our community has benefitted from the AIA architect-leaders who have been dedicated to upholding the Code of Ethics and Professional Conduct, elevating the profession, raising the quality of architecture and design and safeguarding the health, safety and welfare of the public.

Through their vision, their ideas, their imagination and their dedication AIA member architects have transformed the once small desert town of 26,000 residents in 1956, into an international tourist destination and a world-class city of over 2.3 million residents and over 60 million visitors each year. The history of this transformation is fascinating and is centered on the dynamic growth and development of the casinos, hotels and entertainment venues that make up the Las Vegas Strip.

The City of Las Vegas and Clark County grew and flourished as a direct result of the development of the Las Vegas Strip. As Resorts were added and/or expanded, jobs were created and the population in the Valley exploded. The need for Housing, Schools, Amenities and Services followed in step creating our wonderful communities. The 60th anniversary year will celebrate an Architectural chronology of the growth and changes of the Strip, and the role that the architect members of AIA Las Vegas played in designing this one-of-a-kind, world-class city.

Make your plans to be a part of the celebration on Wednesday, January 20th, 2016, 5:30PM in the Octavius 10-11 Ballroom at Caesars Palace.

No charge for AIA or AIAS members. $30.00 for guests. RSVP’s required.

CLICK HERE TO RSVP
Continuing the 60th Anniversary Celebration, we’ll take a historic look at the first 15 years of the AIA in Las Vegas, with some of the Chapters most senior and experienced architects. From 1956 to 1971... what did Las Vegas look like then, what was happening on the Strip, who were the practicing architects, what firms were established, what projects were underway. This will be an exciting discussion of an important era.

Make your plans to join us on Wednesday, February 17, 2016, 5:30PM in the auditorium of the Historic Fifth Street School.
No charge for AIA or AIAS members.
$30.00 for guests. RSVP’s required.

Click here to RSVP

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UNLV SCHOOL OF ARCHITECTURE REPORT  
GLENN NOWAK, AIA  

The week after Thanksgiving and a week before final exams is the “holiest of holies” in architecture education, studio design reviews. Monday, Wednesday, Friday November 30 through December 4 students and faculty invite you to visit the galleries of the ARC building on campus, participate on a jury, and recognize the talent that will soon be entering the profession. Beginning level studios are scheduled toward the start of the week, third-fourth year are centered on Wednesday and graduate level students are primarily presenting on Friday. We look forward to seeing you.

Also, I wanted to extend a thank you to all design professionals in Nevada that have served as a mentor to our students over the years. Our community has done well to support the next generation of architects, and we look forward to fostering the paths toward licensure for many more in the years to come. As the Internship Development Process or IDP continues to evolve with an ever-changing profession, I welcome any questions you might have about the process. Of particular interest is the ability for anyone that has graduated from high school and is working in a firm to begin earning hours for their internship. Also, IDP is allowing reporting of old hours (at half credit) for folks that haven’t been submitting experience reports every six months. Please encourage such candidates to check out the “IDP Guidelines” downloadable from www.ncarb.org

For prospective students and interns, mentors, or daily supervisors with questions, please feel free to contact me at glenn.nowak@unlv.edu

Applications to the Master of Architecture Program are being accepted now through January 15. Graduate Assistantship packages are competitive, and our graduates go on to excel in their respective careers and communities. Thank you for encouraging your interns, friends, colleagues, and others to apply.

Finally, the School of Architecture has been conducting a national search for a new director with a hopeful start date in the spring semester. We anticipate presentations by the final candidates to be open to the public where attendees can ask questions and participate in a survey. Please stay tuned for dates and times, as we welcome the input of the Nevada architecture community and enjoy the collaborative spirit between the academy and the profession.

UNLV School of Architecture  
Klai Juba Wald Lecture Series

Andrew Herdeg  
AIA, FAIA, Principal ARCHITECT

Brad Cantrell  
Senior Graduate School of Design

Will Bruder  
AIA, FAIA, Principal ARCHITECT

Paul Yaggio  
AIA, FAIA, Principal ARCHITECT

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The AIA COTE Top Ten / Top Ten + Awards program recognizes exemplary and innovative, built projects that establish a standard of over-all design excellence creatively integrating sustainable design strategies, demonstrating their benefits while educating and inspiring the profession and the public. In acknowledgement of the increasingly important role architects must play in helping to address the challenges of climate change, and in keeping with the Institute's core values surrounding this issue, submissions are expected to make every effort to comply with the goals of the AIA 2030 Commitment.

Past AIA COTE Top Ten Award winners with actual performance data for a minimum of one year are eligible for The AIA COTE Top Ten + Award. This award recognizes projects that have been previously acknowledged for design excellence in the COTE Top Ten, and for which verifiable design metrics are readily available.

Eligibility: All architects licensed in the U.S. are invited to submit their completed, built projects, regardless of project size, budget, style, building type, or location. Entries are welcomed and encouraged from both established and new practitioners and designers, and from small firms and large.

Entry Fee: An architect or firm may submit more than one project, but each entry requires payment of a separate, non-refundable registration fee. $425 (AIA members) | $850 (nonmembers)

Award Recognition: The awarded projects will receive significant recognition, including acknowledgement in AIA publications, electronic media, and at the 2016 AIA National Convention and Design Exposition in Philadelphia from May 19-21. Recipients may be asked by the AIA Communications department, or by various media representatives, for additional information about their projects. All submitted materials will become property of the American Institute of Architects.

Submit Your Project: Please log in here to submit your project data, images, and legal release forms. Payment is then made to the AIA through a separate, registration system.

Reference the Call for Entries document for overall information about this program and additional resources. Detailed, project entry requirements are available for download to assist in submission planning.

COTE Top Ten/Top Ten + Program Sponsors are Building Green View, The American Institute of Architects and AIA Knowledge Communities.

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The Urban Sketchers are taking a break for the month of December and will regroup next year in January!

Sustainability of projects is important, and although there are big savings for LEED projects in Nevada related to property tax abatement, there are also many incentives available for energy and water efficiency in your new or existing building project – both commercial and residential. Make sure you are taking advantage of the following programs going into 2016 as many of these programs have budgets that run out towards the end of each calendar year!

The first program is through NV Energy, and called Sure Bet. The Sure Bet program not only offers cash incentives to select energy efficiency equipment and lighting but also offers technical assistance that will help with lower utility bills. There are options for new construction, major renovation and existing facility project improvements across a range of measures including lighting, refrigeration, and commercial kitchen equipment to HVAC, variable frequency drives and more. The program staff is available to help identify potential energy efficiency opportunities through both prescriptive and custom methods with this program. Some energy savings projects could include:

- LED (light-emitting diodes) exterior building signage
- Sensor controlled bi-level LED fixtures in 25-hour parking structures or stairwells
- Upgrade high intensity discharge fixtures to T5 high output or T8 fixtures to save 25 to 45 percent energy use
- Add controls to vending machines to cut the machine’s energy use by as much as 50 percent

Learn more about the Sure Bet program and all the available options here.

Another available program is through Southwest Gas is the Smarter Greener Better Rebate Program. This program provides rebates up to 50% of equipment cost or prescriptive amounts for high-efficiency natural gas equipment such as tankless water heaters, clothes dryers, boiler equipment or even energy audits. There is also an option for custom rebates based on therms saved through efficiency. Learn more about Smarter Greener Better here.

The Las Vegas Valley Water District (LVVWD) and Southern Nevada Water Authority (SNWA) offers incentives for water efficiency measures both inside and outside your retrofit project including cash incentives for turf removal, smart irrigation controllers, and plumbing fixture efficiency upgrades. You can also get coupons for things like pool covers and water smart car wash uses for yourself and your employees! See all the available options and cost savings here.
AIA Las Vegas continues to provide Continuing Education Luncheons without charge as a benefit of membership. However, there is a charge of $20.00 for non-members. All (including members) who wish to attend an AIA Continuing Education Luncheon MUST RSVP online prior to the luncheon. For those who do not RSVP online as required, there will be a charge of $40.00 payable at the door.

If you are interested in providing or hosting an AIA Las Vegas Continuing Education Lunch, click HERE for more information.

2016 Continuing Education Opportunities are as follows:

Thursday, January 14th, 2016
Hosted by Bruce Clarke of ARC Document Solutions
1 CE/HSW
CLICK HERE TO RSVP

Thursday, January 28th, 2016
Hosted by Pete Hayes of Meltdown
1 CE/HSW
CLICK HERE TO RSVP

Thursday, February 11th, 2016
Hosted by Dean Moilanen of Noble Company
1 CE/HSW
CLICK HERE TO RSVP

The Nevada State Board of Architecture, Interior Design & Residential Design in partnership with the Nevada Chapter of the American Institute of Architects is offering an opportunity for Nevada Architects, interior designers and residential designers to earn all of Nevada’s 8 required Health, Safety and Welfare (HSW) Continuing Education Credits (CEU’s) in one day!

Monday December 7, 2015
7:00AM to 5:00PM
Silver Legacy Hotel & Casino
407 Virginia St.
Reno, NV. 89501

CLICK HERE TO REGISTER

Registration Fee = $30.00
Deadline to Register is December 4, 2015
Sessions provide 8 HWS/Code CEU’s

7:00 - 8:00am
Registration & Coffee

8:00 - 10:00am
“Statute of Repose, What Does It Mean For Design Professionals?”
Louis Ling, Esq. - Legal Council, NSBAIDRD

10:00am - 12:00pm
“What If An Architecture Firm Falls Into The Legal Rabbit Hole?”
Noah G. Allison, Esq. - Managing Partner & Co-founder, Martin & Allison Attorneys

12:00 - 1:00pm
Lunch Provided by

1:00 - 3:00pm
“Building Department Burning Issues and Local Amendments”
Don Jeppson - Washoe County Building Official

3:00 - 4:00pm
“Air Conditioned Spaces & Sustainable HVAC Designs”
Paul Santos - Big Ass Solutions

4:00 - 5:00pm
“Green Building Standards, Air Movement & Extreme Designs”
Paul Santos - Big Ass Solutions
DONUT HOLES
By Tagish, an AIA Member

As you travel on through life brother
Whatever be your goal
Keep your eye upon the doughnut
And not upon the hole
Anon

Does it sometimes seem that there are more holes than donuts? (It works that way with horse’s rear ends too). If ever there was a donut hole factory it is the process of design and construction. Blessed are those who toil in architecture for they shall be known as the seekers of donuts in the great bakery of life. They are good with coffee too.

It is commonly recognized that most design problems have numerous solutions for better or worse. How is it then that there are so many bad ones (donut holes) and so few good ones (donuts)? It seems to be a kind of universal Murphy law. It may be recalled that he’s the guy that noticed that whatever can go wrong will go wrong. When this happens a gem of a design can fade like a donut mirage leaving just the hole. Curses, foiled again.

Attitude is the great sword of achievement. Cutting the donut in half redefines the hole. It becomes a just a detour. You can also share it with a friend. “Excellence is not a skill. It is an attitude.” ~Ralph Marston. After all, as they say “what can possibly go wrong”? A dangerous question however that has to be considered. But soldiering on is the attitude of choice unless, of course, you’ve been fired. That hole is bigger than any donut.

Some holes are easier to fill than others. Mis-labeling the rest rooms, for example, is not hard to fix but forgetting them is harder. That makes the mechanical consultant grumpy and is hard to explain to the client. The requirements of universal access make this harder than it used to be. It is a blessing to society but what happens when sex identification becomes socially incorrect? That will be another opportunity to fall into the hole of design failure.

As Tillie the Toiler waited for her bus, she decided to enjoy a donut at the bus stop bakery. She ordered a donut and coffee and sat down at a table with a fellow reading the newspaper. The waitress brought her coffee. Just as she was about to take a bite the man reached around his paper and took a big bite of the donut. He munched it down and then took another. Tillie was too shocked to say anything and he said not a word. She was undecided about what to do when her bus arrived. She stood up and took a big bite of the donut. As she went out the door the waitress said “don’t you want your donut”? She had not noticed it was still on the counter.

It seems that a good donut can be stolen goods. Everyone wants a bite. Holes, on the other hand, tend to be orphans as they are very unsatisfying and can swallow whole architects.
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- Minimum educational requirements are a degree in architecture or CADD drafting degree or 1 year experience in an architect’s office doing architectural work.

Salary DOE.

SSA adheres to the AIA guidelines for intern development.

We are a general practice of architecture and most project types.

Send resume and salary requirements to kennethsmall2@yahoo.com or fax to 702.873.1726

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**MARKETING COORDINATOR / ASSISTANT**

SH ARCHITECTURE is looking for an energetic and success driven Marketing Coordinator / Assistant.

- Software proficient in Adobe graphic applications Photoshop, Illustrator, In-Design preferred.
- Ability to read, analyze and interpret general business publications or professional journals.
- Strong leadership and communication skills to present information verbal or written and respond to questions from managers, employees, clients, and general public.
- Experience in professional writing and photography with strong references desired.
- Minimum of 3 to 5 year’s experience in sales and/or marketing with an Undergraduate degree in Business or Marketing.
- Related work in Architecture, Engineering, Development or Construction related fields will score big.

Email resume to info@sh-architecture.com

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**ADMINISTRATIVE ASSISTANT**

**Growth position with AIA LV.**

We need an experienced support person with ability to work as a part of a team. Must have a strong work ethic with a “can do” attitude, ability to learn and accept new challenges and assist with event execution. Must communicate accurately and clearly, pleasant telephone manner. Knowledge and experience with Microsoft Office, Word, Excel, Powerpoint, Outlook. Effective use of social media a plus. Excellent organizational skills, problem solving and people skills required. Excellent work environment.

Salary DOE.

Email resumes only – rlavigne@aianevada.org

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**UNLV**

**SENIOR PROJECT MANAGER**

This position operates under the direct supervision of the Director of Planning and Design and works in collaboration with UNLV Planning and Construction staff to manage design and construction projects, and keep these projects within scope and on budget and schedule, while maintaining the project quality level required and standards compliance. The candidate should be able to manage a variety of projects in various building types. The Senior Project Manager will provide project management services during the program, design, procurement, construction, FF&E delivery/installation and closeout phases of the University capital improvement program and University-funded projects. This position will manage and coordinate the processes for a variety of campus projects from remodels to major renovations and new construction, assuring consultant and contractor compliance with project plans, specifications, UNLV standards, policies and procedures, established industry construction standards, project schedules and budgets. Depending on the scope of the project, the Senior Project Manager may collaborate with a Project manager on the project.

**QUALIFICATIONS**

This position requires a Bachelor’s Degree in Architecture from a regionally accredited college or university. A Master’s degree may substitute for two (2) years of professional experience. Ten (10) years professional experience is preferred. Architectural Registration in Nevada, or the ability to obtain it within one (1) year of employment, is required. Experience in a college, university or institutional setting is preferred.

**SALARY RANGE**

Salary competitive with those at similarly situated institutions. Position is contingent upon funding.

**APPLICATION DETAILS**

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. 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.

Review of candidates’ materials will begin on November 20, 2015 and best consideration will be gained for materials submitted prior to that date. Materials should be addressed to Robert Dincecco, Search Committee Chair, and are to be submitted via on-line application at https://hrssearch.unlv.edu. For assistance with UNLV’s on-line applicant portal, contact UNLV Employment Services at (702) 895-3504 or applicant.inquiry@unlv.edu.