

## OFFICE ASSOCIATE

### Job Overview

The Office Associate position is responsible for providing administrative support for the Buffett Early Childhood Institute. Specific support will be provided to the Research and Evaluation unit.

### Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute (<https://buffettinstitute.nebraska.edu>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

### Job Responsibilities

This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

#### Administrative Support (100%)

##### Calendaring and Logistical Support

- Schedule, coordinate, and provide on-site assistance for meetings.
- Provide support in maintaining calendars. Includes contacting and confirming appointments with internal and external partners.
- Proactively coordinate arrangements and tasks on behalf of leadership/unit (e.g., room reservations, confirmation emails, working lunch, folders for filing, and materials for meetings).
- Maintain calendar of unit activities.
- Prepare meeting agendas and provide notetaking as needed.
- Assist in management of unit workflow.
- Maintain resource library and materials.
- Assist unit staff in communicating with partners and other constituents.

##### Travel Support

- Prepare and confirm travel arrangements (including airline, hotel, ground transportation, vehicle rental reservations, conference, and meal reservations).

- Assist in processing expense reimbursement forms; events, travel, and non-travel expenses including mileage.
- Coordinate travel and logistics for outside personnel as indicated.

#### Event Planning

- Assist communications unit with logistical planning for Institute events especially as they pertain to the work of the unit. This may include but is not limited to venue and supplier coordination, on-site support, and coordination of mailings and event materials as needed.
- Coordinate with events manager for the reservation of conference and meeting spaces and liaison with venues, vendors, and suppliers to provide accurate and sufficient coverage of attendee needs. Implement “run of show” as needed for events.
- Collaborate with Communications staff for the production or preparation of informational materials needed for events.
- Follow up with vendors and outside the Institute as appropriate and needed by unit consistent with Institute policies and procedures.

#### Business Operations Support

- Receive and prepare expense reimbursement forms, and travel and non-travel expenses including mileage as requested.
- Assist Institute leadership with tracking/monitoring unit expenditures and managing budgets.
- Assist Institute leadership with preparing and tracking grants.
- Assist Institute leadership and staff with unit project management activities.

#### General Office Duties

- Coordinate, order, and purchase office supplies and materials for unit and/or Institute needs.
- Share responsibility for backup coverage to the receptionist (as needed during lunch breaks, etc.), ensuring that guests are greeted in a professional manner and assist in maintaining the business office.
- Support other Institute office associate(s) and units, as needed.
- Assist in supporting the hiring and onboarding process of new staff.
- Copy and print documents as needed.
- Responsible for maintaining an office filing and cloud BOX filing system in compliance with Institute policies and records retention and disposition schedule.
- Perform other duties as assigned.

#### Database and Research Support

- Use Excel or other database systems to enter, analyze, and report data.
- Enter data and manage database specific to research and evaluation.
- Assist in the preparation of reports, including data entry, analysis, and creation of visuals.
- Assist with survey preparation and dissemination, using Qualtrics and other programs.
- Facilitate data requests and data utilization with external partners.
- Collaborate with UNL/UNO/UNK partners related to research and evaluation functions.
- Assist with organization of research resources, using BOX or other platforms.

#### Required Qualifications

- Bachelor’s degree with two years of progressive administrative office experience demonstrating significant responsibility

- Knowledge of office management and proficiency with Microsoft Office applications (Word, Excel, and PowerPoint)
- Excellent written and oral communication skills with attention to detail
- Experience in web/internet research and navigation

### **Preferred Qualifications**

- Knowledge of the University of Nebraska and with University of Nebraska systems and applications (E-shop, Concur, Firefly)
- Advanced knowledge of Microsoft Word, Excel, and other Microsoft Office applications
- Experience with project management
- Prior experience providing support for director-level positions

An equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

The ideal candidate is an agile self-starter comfortable with attention to detail; an energetic, creative problem solver who can work independently along with the judgment to seek supervision and/or input from others when necessary; a resilient learner who is able to develop relationships with the university's stakeholders and handle multiple projects and timelines.

### **How to Apply**

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: [humanresources@nebraska.edu](mailto:humanresources@nebraska.edu). Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.

## **ADDENDUM FOR OFFICE ASSOCIATE**

### **Competencies**

- **Nature/Complexity of Work**  
Attention to detail, accuracy, and sensitivity to confidential information, proficient written and oral communication skills, adept with computer technology, able to demonstrate effective time management skills. Knowledge of the University of Nebraska's organizational structure as it relates to both administrative and support functions and interrelationships among the campuses and groups served is helpful in this position. The person must be able to handle multiple projects and timelines.
- **Problem-Solving/Decision-Making**  
Ability to work with considerable independence and initiative, exercising sound judgment in accomplishing projects assigned as necessary. Problem-solving and appropriate decision-making will be required as an element of this position. Effective written and oral communication skills and meticulous attention to detail and accuracy are essential for purposes of composing documents and exchanging information.

- **Strategic Input**  
This individual will have access to and will work with confidential and sensitive information. Discretion and confidentiality is required. The employee has access to work-in-progress discussions and confidential and sensitive information pertaining to employees, students, children, and families. This individual is required to be proficient and conscientious when compiling and reporting all data and for taking appropriate steps to correct any errors.
- **Know-How**  
In addition to Required Qualifications, this position requires the ability to work under pressure with stringent timelines and respond quickly to shifting priorities. Proficient in processing information using word processing, presentations, spreadsheets, database, and web or internet applications in a Windows environment is required. Experience in handling travel arrangements, calendaring, scheduling meetings, and taking meeting minutes is desired. Excellent written and oral communication skills and attention to detail and accuracy are essential.
- **Technical Skills**  
Proficient knowledge of Microsoft Office software required. Advanced knowledge of Word and Excel is preferred. Adobe software knowledge regarding converting PDF documents to Word documents and vice versa.
- **Interactions**  
Relationships with various entities both internal and external to the university are involved. Employee will work extensively with staff at the Buffett Institute, external constituencies (e.g., school personnel), and with NU central administration and campuses. Must have the ability to work as a team member on projects and collaborate other functional areas internal and external to the Institute, as well as independently and in a complex environment. This position typically obtains and provides information according to prescribed business and finance practices. This job requires the ability to communicate in a professional manner with university administrators, faculty, staff, students, the public, and colleagues, and the ability to understand and act upon complex oral and written instructions. Employee is required to be proficient and conscientious when representing the Buffett Institute.
- **Supervision**  
This position exercises no supervision over other staff. This position receives supervision from the Associate Executive Director for Operations and the Director of Research and Evaluation.

### **General Information**

Job Family: Admin and Business Operations

Job Code: 49242415 (Office Associate L2)

FLSA: Non-Exempt

Position Number: 198

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 1/4/2022 by K. Harper, Associate Executive Director for Operations

**Physical Requirements and Work Conditions**

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.