

OFFICE ASSOCIATE-COMMUNICATIONS

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 Communications 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 job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related duties as requested. This list describes major responsibilities to support the Buffett Institute by aligning social media and digital communication strategy to the Institute goals.

Administrative Support (100%)

- **Unit Support**
 - Provide 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.

- Responsible for ordering branded print materials, including business cards and name badges for Institute staff, while also managing inventory of all communications materials and promotional items.
 - Assist with capturing key dates/events from the Institute leadership and staff and manage the department's editorial calendar.
- **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/Meeting Planning**

Under the direction of the senior events and outreach manager and outreach coordinator, assist with:

 - Logistical planning of Buffett Institute events
 - Meeting registration and support, and on-site meeting assistance
 - Managing meeting and event planning action item follow-up, including room reservations and venue set-up
 - Coordination of mass mailings and meeting packets (copying, folding, stuffing, and sealing envelopes)
 - Photography at events or of Institute visitors as needed
 - Communications on digital channels as needed
- **Business Operations Support**
 - Receive and prepare expense reimbursement forms and travel and non-travel expenses including mileage as requested.
 - Assist Communications unit with tracking unit expenditures and managing budgets.
- **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 filing system in compliance with Institute policies and records retention and disposition schedule.
 - Perform other duties as assigned.

Required Qualifications

- Two years postsecondary education and two years of progressive administrative office experience demonstrating significant responsibility
- Demonstrated effective verbal and written communication skills with attention to detail
- Knowledge of office management and proficiency with Microsoft Office applications (Word, Excel, PowerPoint, and Outlook)
- Experience in web/internet research and navigation

Preferred Qualifications

- Bachelor's degree
- Prior experience providing support for director-level position
- Bilingual
- Knowledge of the University of Nebraska
- Experience with University of Nebraska systems and applications

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

The ideal candidate will demonstrate excellent leadership, independent judgment and decision-making skills; an aptitude for advocacy in strategic digital communication supporting policy aims; intellectual achievement; the ability to facilitate collaboration and teamwork both across the Communications unit and across the organization; creative and analytical problem-solving, understanding and experience in social media, digital analytics, and blogging; the ability to work independently as well as part of a team; a track record of timely completion of projects with strict deadlines; the ability to responsibly manage competing priorities; and a commitment to the ideals of an early childhood education and programs.

How to Apply

Application review begins immediately and continues until position is filled. 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. Direct questions about the online application process to: (402)472-3701.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. The University of Nebraska is an Equal Opportunity/Affirmative Action employer. 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**
This position requires the ability to work under pressure with stringent timelines and respond quickly to shifting priorities. Proficiency is required in processing information using word processing, presentations, spreadsheets, database, and web or internet applications in a Windows environment. 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**
Proficiency with Microsoft Office software is required. Advanced knowledge of Word and Excel is preferred, as well as Adobe software knowledge regarding converting PDF files to Word documents and vice versa.
- **Interactions**
Relationships with 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 the University of Nebraska Office of the President and NU campuses. Must have the ability to work as a team member on projects and collaborate in 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 (BECl)

Date of Last Update: 6/28/2023 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.