

BUSINESS OPERATIONS PROJECT SPECIALIST

Job Overview

The Business Operations Project Specialist, under the supervision of the Associate Executive Director for Operations, will coordinate and manage the general human resource, facilities, and project management business functions for the Buffett Early Childhood Institute.

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

Coordinate Internal Human Resources Business Processes (60%)

- Directly support the Associate Executive Director for Operations by interacting with numerous internal and external constituents in support of human resources transactions and processes.
- Prepare confidential correspondence and documents from draft, copy or direct instruction.
- Open and screen correspondence; refer, file or prepare appropriate responses. Provide and direct follow-up communication to Associate Executive Director for Operations, university employees, and outside constituents.
- Receive visitors, answer the telephone, scheduling meetings, conferences, and travel arrangements.

Project Portfolio Coordination (20%)

- Monitor project portfolio management processes.
- Author, manage, and deliver executive-level reporting, including weekly, monthly, and quarterly status reports to manage risks and issues and improve communication and collaboration.
- Maintain project portfolio framework to increase visibility, drive alignment, resolve blockers, and optimize resources.

General Business Operations (20%)

- Coordinate effective and adequate distribution of information within the Institute to facilitate

internal communications (e.g., all staff meetings, operations team meetings, internal newsletters).

- Responsible for facilities services and maintenance activities.
- Manage centralized repository of processes.
- Participate in researching best practices to improve processes and minimize complexities to promote efficient business operations.
- Assume other duties as assigned by the Associate Executive Director for Operations.

Required Qualifications

- Bachelor's degree and 3-5 years of proven experience managing business operations, project management, and/or human resources.
- Experience in working through complex issues and leading operational activities in a way that promotes collaboration and best practices.
- Detail-oriented with experience prioritizing and effectively managing multiple, diverse, and shifting priorities according to identified timelines.
- Exceptional interpersonal and communication skills (both verbal and written), with a strong orientation toward diplomacy, tact, compassion, collaboration, and teamwork.
- Ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions.
- Demonstrate a high level of professional discretion and confidentiality.
- Proficiency in project and portfolio management, service management, and human resource management technology.
- Experience with Microsoft Word, Excel, PowerPoint, and Outlook.

Preferred Qualifications

- Bachelor's degree with an emphasis in business administration, project management, or human resources is preferred.
- Knowledge of project management methodologies and best practices.
- Knowledge of Nebraska employment laws and statutes.
- Knowledge of SAP HR and online recruiting tools.
- Experience working within a university setting.

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 Applicant Profile. 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) 472-7990.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.