

ADMINISTRATIVE ASSOCIATE

Job Overview

The Administrative Associate is responsible for providing administrative support for the Buffett Institute, with specific support responsibilities provided to executive leadership comprising the Executive Director, the Associate Executive Director for Strategy and External Affairs, and the Associate Executive Director for Operations. The position works collaboratively, providing essential coordination for Institute staff, others across the University of Nebraska system, and key stakeholders and partners throughout the state.

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

Administrative Support (85%)

Calendaring and Logistical Support

- Schedule and coordinate meetings for executive leadership and in collaboration with directors and department staff. Includes contacting and confirming appointments with internal and external partners.
- Proactively coordinate arrangements and tasks on behalf of executive leadership (e.g., room reservations, confirmation emails, working lunch, folders for filing, and materials for meetings).
- Prepare meeting agendas and provide note-taking as needed.

Travel Support

- Prepare and confirm travel arrangements (including airline, hotel, ground transportation, vehicle rental reservations, conference, and meal reservations).
- Coordinate, order, and purchase office supplies and print materials as needed.
- Coordinate travel and logistics for outside personnel as indicated.

Financial support

- Receive and prepare expense reimbursement forms, and travel and non-travel expenses including mileage as requested.

Event/Meeting Planning

- Assist with logistical planning of specific Buffett Institute events (i.e., Board of Advisors, directors, and all-staff meetings).
- Coordinate with conferences and special projects manager in reserving conference and meeting spaces and liaison with venues, vendors, and suppliers to provide accurate and sufficient coverage of attendee needs. Implement “run of show” when needed for events.
- Collaborate with communications staff for the production or preparation of graphic/informative materials needed for events (PowerPoint, etc.).
- Follow up with vendors as needed and in accordance with Institute policies and procedures.

General Office Duties (15%)

- 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 departments, as needed.
- Provide support for onboarding new leadership staff.
- Copy and print documents as needed.
- Maintain inventory of office supplies needed for leadership’s use.
- Perform other duties as assigned.

Qualifications and Attributes

Required Qualifications

- Bachelor’s degree
- Five years of progressive administrative support experience
- Demonstrated knowledge of office management
- Proficiency in MS Office applications and other business solutions that support the needs of senior-level administrators
- Demonstrated excellent verbal and written communication skills with attention to detail

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

The ideal candidate is an energetic self-starter who can working through complex issues and problem solve with minimal supervision; shows judgment to seek supervision and/or input from others when necessary; a resilient learner who demonstrates attention to detail, professional discretion, and confidentiality and has experience in a university or post-secondary education institution, proven ability to handle competing priorities with deadlines, and has experience with project management practices and tools.

How to Apply

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the 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 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 OPERATIONS COORDINATOR

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 as a senior administrative associate 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 are required. 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

Proficiency in processing confidential and sensitive information using word processing, presentations, spreadsheet, database, and web or internet applications in a Windows environment is required. Experience using a multiline telephone system is also 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 for converting pdf documents to word documents and vice versa is essential.

Interactions

Employee will work extensively with all staff at the Institute, the Office of the President, the University of Nebraska Foundation, campus representatives, and other affiliate offices. Must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position typically obtains and provides information according to prescribed business and finance practices.

Supervision

This position exercises no supervision over other staff. This position receives supervision from the Associate Executive Director for Operations.

General Information

Job Family: Admin and Business Operations

Job Code: 49242402

FLSA: Non-Exempt

Position Number: 127

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 2/10/2022

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.