

OFFICE ASSOCIATE/RECEPTIONIST

Job Overview

The Office Associate/Receptionist position is responsible for providing administrative support for the Buffett Early Childhood Institute. Specific support will be provided to the Operations 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 instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

Administrative Support (80%)

Calendaring and Logistical Support

- Schedule, coordinate, and provide logistical support for meetings.
- Greet and direct visitors to relevant staff and/or conference room.
- Receive phone calls for main Institute phone line. Respond to voice mail messages, email inquiries, and relay messages to staff promptly.
- Maintain cleanliness in common areas of the office suite.
- Sort and deliver mail and packages to staff.

Travel Support

- Prepare and confirm travel arrangements for staff and visiting personnel (including airline, hotel, ground transportation, vehicle rental reservations, conference, and meal reservations).
- Prepare and submit expenses for reimbursement.

Business Operations Support

- Assist financial specialists with tracking general operational expenditures.
- Coordinate internal newsletter submission for the Operations unit.
- Assist with creation and maintenance of operational process documentation, and revisions in Institute's document repository.
- Facilities Support
 - Monitor, order, and restock office supplies. Perform inventory review, and flag usage concerns.
 - Issue/deactivate keyless entry fobs and update tracking documentation.
 - Enter facilities maintenance service tickets and provide updates on progress and completion.
- Human Resources Support
 - Assist in supporting the hiring and onboarding process of new staff. Prepare onboarding materials.
 - Maintain objects on loan entry and updates as directed by Operations Coordinator.
 - Maintain staff information (e.g., birthdays, Institute service anniversaries, contact information).

General Office Duties (20%)

- Support other Institute office associate(s) and units, as needed.
- Copy and print documents as needed.
- Perform other duties as assigned.

Required Qualifications

- High school diploma
- Two years of administrative office experience
- Demonstrated proficiency with Microsoft Office applications (Word, Excel, and PowerPoint)
- Demonstrated effective verbal and written communication skills with attention to detail

Preferred Qualifications

- Two years of post-secondary education or an associate degree
- Experience in a public school district, university, or postsecondary education institution
- Bilingual
- Experience with University of Nebraska systems and applications

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; has experience in a university or post-secondary education institution; proven ability to handle competing priorities with deadlines; and experience with web/internet research and navigation.

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. 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/RECEPTIONIST

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 are 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 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 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 Operations Coordinator.

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.