

## OPERATIONS COORDINATOR

### Job Overview

The Operations Coordinator, working under the supervision of the Associate Executive Director for Operations, coordinates and manages general administrative support, facilities, and systems-related business operations for the Buffett Early Childhood Institute. The position serves as an integral part of the Operations team and works collaboratively across all six units of the Institute, providing essential coordination for more than 60 staff who interact across the University of Nebraska system and with 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

Directly support the Associate Executive Director for Operations with regard to general business operations:

- Provide administrative, management, and training support of the Institute's project and portfolio management system (TeamDynamix).
  - Configure system to reflect additional and changing needs of the Institute's project and portfolio management processes
  - Sustain up-to-date user configuration within the system
  - Create new and update existing system reports, dashboards, and workflows
- Create, manage, and track operations unit project activities, output, and plans, including but not limited to project plans, schedules, and risk/issue logs
- Coordinate, monitor, and report progress of business operations support functions, including:
  - Implementation of office guidelines and procedures
  - Business data management including storage, organization, and distribution of information to facilitate operational functions, meetings, and internal communications
  - Facilities services and maintenance activities
  - Monitoring and ordering office supplies, furniture, appliances, and technical equipment

- as required
- Work with HR personnel from the University of Nebraska Office of the President and with the Associate Executive Director of Operations to coordinate, document, and monitor human resources transactions and processes
- Prepare confidential correspondence and documents from draft copy or direct instruction
- Supervise Operations Office Associate and Front Desk Assistant
- Assume other duties as assigned by the Associate Executive Director for Operations

## **Qualifications and Attributes**

### **Required Qualifications**

- Bachelor's degree
- Five years of proven experience managing office operations
- Experience with Microsoft Word, Excel, PowerPoint, and Outlook
- Excellent oral and written communication skills with attention to detail

### **Preferred Qualifications**

- Three years of proven experience in project management
- One year of experience serving in a supervisory capacity
- Proficiency in project management, service management and human resource management technology

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 that leads operational activities in a way that promotes collaboration and best practices; an energetic, creative problem solver who is comfortable working through complex issues and can work independently; shows judgment to seek supervision and/or input from others when necessary; a resilient learner who demonstrates attention to detail, professional discretion, and confidentiality.

### **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 OPERATIONS COORDINATOR**

### Nature/Complexity of Work

This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others, and time management skills are required. Knowledge of the University of Nebraska's organizational structure and interrelationships among the campuses and internal and external constituencies is helpful in this position.

### Problem-Solving/Decision-Making

Problem-solving and appropriate decision-making are required in every element of this position. Must be able to collect, compile, and analyze facts, draw conclusions, and recommend solutions. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures, and/or business acumen.

### Strategic Input

This individual is always required to be proficient and conscientious when representing the Buffett Institute and the university. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests on the employee.

### Know-How

This position demands the ability to take initiative, operate independently, and thrive in a fast-paced and multi-tasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Thorough knowledge of the integrated marketing communications field is necessary. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Must follow Board of Regents bylaws and policies and state and federal law and other NU or Institute rules and regulations.

### Technical Skills

This position demands technology proficiency, with a willingness to learn and use new technologies relating to (but not limited to) digital communications tools (website/CMS, CRM, social media), and project and portfolio management. Proficiency using Microsoft Word, Excel, PowerPoint, and Outlook is also required.

### Interactions

This position will be expected to manage projects and work collaboratively across units. Ability to advocate new ideas, and identify and address obstacles. Construct quality project/work plans with deliverables from minimal definitions. This position will help build and strengthen relationships with the University of Nebraska campuses and 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 also interacts with many external constituencies.

### Supervision

This position exercises direct supervision over the operations unit office associate and front desk staff. This position receives supervision from the Associate Executive Director for Operations.

### **General Information**

Job Family: Admin and Business Operations

Job Code: 49242410

FLSA: Non-Exempt

Position Number: 367

Org. Unit Number: 50008150 (BECl)

Date of Last Update: 1/2022

### **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.