

OFFICE ASSOCIATE

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of office associate. This position is responsible for providing administrative support specifically to the Institute's executive leadership.

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 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- and state-wide, but that the Institute's administrative home is at the University of Nebraska at Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities

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 (e.g., 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 (PowerPoint, etc.) for events.
- Follow up with vendors as needed and in accordance with Institute policies and procedures.

General Office Duties

- 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's office associate(s) and departments, as needed.
- Provide support for onboarding of new department staff.
- Copy and print documents as needed.
- Maintain inventory of office supplies needed for departmental use.
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree and five years of progressive work in a similar position; an equivalent combination of education and experience from which comparable knowledge can be acquired may be considered.
- Self-starter and capacity to solve problems with minimal supervision.
- Knowledge of office management and other Office applications.
- Multi-line telephone system experience.
- Ability to handle multiple projects and timelines is necessary.

Preferred Qualifications

- Experience in a university or post-secondary education institution
- Advanced knowledge of Microsoft Word and Excel
- An exceptional candidate will have experience with project management.

How to Apply

Application review begins immediately and continues until position is filled.

Applications 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.