

## 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 for the research and evaluation department.

### 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, while also maintaining calendars for directors and department staff. Includes contacting and confirming appointments with internal and external partners.
- Maintain a weekly calendar for department activities.
- Proactively coordinate arrangements and tasks on behalf of the department (e.g., room reservations, confirmation emails, working lunch).
- Prepare meeting agendas and provide note taking as needed by unit for meetings.

#### Travel Support

- Prepare and confirm travel arrangements for directors and department staff (including airline, hotel, ground transportation, vehicle rental reservations, conference registration and meal reservations).
- Coordinate travel and logistics for outside personnel as indicated by Director.

#### Financial support

- Receive and prepare expense reimbursement forms, and travel and non-travel expenses including mileage for director and department staff as requested.
- Assist Director with tracking departmental expenditures.
- Assist Director with preparing and tracking grants.

- Order and track resources/materials needed.

#### Event/Meeting Planning

- Assist with logistical planning of Buffett Institute events specific to research and evaluation (e.g., Graduate Scholars).
- Coordinate with special projects and events coordinator for the reservation of conference and meeting spaces and liaison with venues, vendors, and suppliers to provide accurate and sufficient coverage of attendee needs. Implement “run of show” as needed for events.
- Collaborate with Communications staff for the production or preparation of graphic/informative materials (posters, etc.) needed for events.
- Follow up with vendors and outside the Institute as appropriate and needed by unit consistent with Institute policies and procedures.

#### Database and Research Support

- Use EXCEL or other database systems to enter, analyze and report data.
- Enter data and manage database specific to research and evaluation.
- Assist in the preparation of reports, including data entry, analysis, and creation of visuals.
- Assist with survey preparation and dissemination, using Qualtrics and other programs.
- Facilitate data requests and data utilization with external partners.
- Collaborate with UNL/UNO/UNK partners related to research and evaluation functions.
- Assist with organization of research resources, using BOX or other platforms.

#### 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**

- Associate’s degree and five years of progressive work experience
- Self-starter and capacity to solve problems with minimal supervision
- Knowledge of office management and Microsoft Office products
- Multi-line telephone system experience
- Ability to handle multiple projects and timelines is necessary.

#### **Preferred Qualifications**

- Bachelor’s degree
- 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.

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

**How to Apply**

Application review begins immediately and continues until the 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](mailto:humanresources@nebraska.edu).  
Direct questions about the online application process to: (402) 472-7990.

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