

EXECUTIVE ASSISTANT

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of executive assistant. This position is responsible for providing administrative support to the executive director in the areas of administrative operations, project management, administrative program coordination, and scheduling.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established 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 Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities

Executive Assistant Tasks:

- Schedule meetings and maintain calendar for the executive director. Confirm meetings with participants two to three days in advance and ensure that Institute materials are available to the executive director and others attending the meetings.
- Meet guests in person and answer telephone calls for the executive director. Provide information and answer questions where judgment, knowledge, and/or interpretation of policies and procedures are necessary; exercise discretion in public contacts.
- Schedule travel arrangements for the executive director. Process all expenses pre-trip and reimbursement forms; coordinate procedures for proper reimbursement.
- Provide internal and external communication/updates/reminders through email and other means of communication for the executive director.
- Maintain both incoming and outgoing mail for the executive director. Develop and maintain channels of communication with university-wide campus representatives, researchers, board members, and committee members to exchange information, schedule meetings, and coordinate events and activities.
- Accompany executive director and other Institute staff to meetings as necessary and document proceedings. Distribute meeting minutes as appropriate.

- Receive documentation, combine and compare data to prepare reports and visual charts/graphs for distribution to executive-level management in the university system as well as members of the Board of Regents.
- Establish and oversee the executive director's office filing system and other electronic database(s).
- Assist executive director in preparing PowerPoint presentations and other related materials.
- Assume other tasks as directed by the executive director and associate executive director.

Administrative Operations/Management Tasks:

- Review and monitor Buffett Early Childhood Institute monthly ledgers and budget for account accuracy; work with appropriate contacts regarding discrepancies.
- Maintain and monitor financial records of grant-funded programs.
- Provide internal and external communication/updates/reminders through email.
- Function as part of administrative support unit within the Institute and provide backup administrative support when other support staff are out of the office and/or on vacation/sick leave.
- Schedule additional Institute meetings as requested. Assist in ordering and maintaining office equipment and office supplies, tracking invoices, and reviewing expenditures on the Institute's accounts.

Minimum Requirements

- Associate degree and five years of work experience in administrative/operational executive support is required. Bachelor's degree is preferred.
- Ability to work with considerable independence and initiative as a senior administrative associate exercising sound judgment in accomplishing the projects assigned is necessary.
- Requires attention to detail, accuracy, and sensitivity to confidential information in addition to written and oral communication, technical, and time management skills and competency in office management and employee relations.
- Experience in a university or post-secondary educational institution is preferred.
- Proficiency with Microsoft Office applications (Word, Excel, and Power Point); Internet research and navigation; and maintaining databases is required.
- An equivalent combination of education and experience from which comparable knowledge and abilities is acquired may be considered.

How to Apply

Application review begins immediately and continues until the position is filled.

Applications will be 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) 472-7990.