

University of Nebraska Central Administration

Office of the Executive Vice President and Provost

P-16 Student Office Assistant Position Description

The Assistant Vice President for P-16 Initiatives, whose position is located within the Office of the Executive Vice President and Provost, is seeking applications for a student office assistant to work 10 hours per week, Monday through Friday. Applicants must have previous office experience; good communication skills; a valid driver's license; and skills in Microsoft Office, including proficiency in Word, Excel, and PowerPoint.

Duties

The student office assistant will be expected to fulfill the following duties on a regular basis: assist in any projects assigned by the Assistant Vice President for P-16 Initiatives within the Office of the Executive Vice President and Provost, including general office duties, data retrieval and presentation, database maintenance, and other responsibilities as they arise. General office duties may include word processing, preparing mailings, copying, faxing, scanning, typing, filing, and organizing.

Office Location

The office is located at the University of Nebraska Central Administration, Varner Hall, 3835 Holdrege Street, Lincoln, Nebraska.

Hours

Up to a maximum of 10 hours per week may be scheduled around class times, with the option for more hours during school breaks if both parties agree. School breaks include holidays, semester breaks, and summer. A schedule of working hours is set each semester.

Compensation

Starting hourly wage is \$10.00 per hour.

To apply: email a cover letter and current resume to varnerstudent@nebraska.edu.