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 for the Buffett Institute.

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 transforming early childhood development and education in Nebraska and across the nation.

A 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, as well as national, but the administrative home of the Institute is on the campus of the University of Nebraska Omaha. This position will primarily work out of the Omaha office. Please see www.buffettinstitute.nebraska.edu for additional information about the Institute.

Job Responsibilities
Administrative Support:
- Ensure that Institute guests are greeted in professional manner and assist in maintaining the business office.
- Answer primary telephone for Institute staff and take messages as required
- Sort and distribute mail to Institute staff
- Maintain inventory and ordering of office supplies.
- Manage scheduling of conference rooms within office suite.
- Coordinate and/or make working lunch arrangements as necessary
- Assist in supporting the hiring process of additional Institute staff (scheduling interviews, copying interview materials, etc.).
- Serve as back-up to the Institute's office associate(s), as needed.
- Assume responsibilities as assigned by the directors, associate directors, founding executive director, and associate executive director.
- Perform other duties as assigned.

Unit Support:
Calendaring
- Schedule meetings for directors and unit staff and provide support in maintaining calendars.

Logistical Support
- Prepare travel arrangements for directors and unit staff (including airline, hotel, ground transportation, conference registration).

Event/Meeting Planning
- Assist with logistical planning of Buffett Institute events
- Assist with meeting registration and support and provide on-site meeting assistance.
- Assist in the coordination of mass mailings and meeting packets (copying, folding, stuffing, and sealing envelopes).

Minimum Requirements:
- A high school diploma with three to five years of progressive administrative office experience demonstrating significant responsibility is required. Two-year post-education or associate degree is preferred.
- Prior administrative support for director-level positions is highly desirable.
- Proficiency with Microsoft Office applications (Word, Excel and Power Point) is required.
- Experience in web/internet research and navigation is preferred.
- Knowledge of the University of Nebraska is desired.
- 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 position is filled. Applications processed through the online job posting at https://careers.nebraska.edu. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resumé, 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.

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