



Administrative Associate Office of the President

The Administrative Associate (AA) provides senior administrative support in the Office of the President at the University of Nebraska. The AA reports directly to the Executive Assistant to the President (EA) and is a critical backup to the EA. The AA composes and coordinates high volumes of correspondence to/from the President, establishes and maintains highly confidential files and records, assists with projects managed by the President's Office, coordinates meetings and conference calls involving staff, university administration and constituencies, including collecting documents and distributing meeting agendas, assists with conference registrations and hotel accommodations, ensures constituent contact information is current, provides minimal support for other staff in the President's Office, exercises diplomacy and respects confidentiality in all facets of the job, organizes and expedites information and flow of work, and serves as the first point for callers to the office, referring those calls not needing the President's attention to appropriate staff or assisting the caller directly.

Qualifications:

An associate's degree and five years of administrative office experience demonstrating significant responsibility is required. Proficiency with Microsoft Office applications (Word, Excel, Power Point and Access) is required. Experience in web/internet research and navigation is preferred. Experience working in a higher education environment and knowledge of the University of Nebraska's organizational structure as it relates to both administrative and support functions and interrelationships among the campuses and groups served is desired. An equivalent combination of education and experience from which equivalent knowledge and abilities can be acquired may be considered if comparable.

Ideal candidates will demonstrate:

- Exceptional writing, editing, and proofreading skills with attention to detail and accuracy.
- Excellent organization and time management skills with ability to work under pressure, prioritize effectively, multi-task, adapt to stringent timelines, and quickly respond to shifting priorities.
- Excellent communication and interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration and teamwork, with a high level of professional discretion and confidentiality.
- Excellent computer proficiency, including email and calendars, web browsers and Microsoft Office suite of applications (Word, Excel, Power Point and Access), with motivation to learn and utilize new technologies when needed.
- Demonstrated ability to take initiative and operate both independently and collectively, thriving in a fast-paced environment.
- Strong work ethic and willingness to work beyond regular hours, if necessary.

Duties & Responsibilities:

Correspondence (50%)

The AA will manage the correspondence received and sent from the President's Office, draft correspondence for the President's review, place the letters in final form for his signature, and ensure that all correspondence is recorded and filed appropriately. The AA will also ask staff to draft letters for the President's review and work with the Executive Vice President and Provost and Vice Presidents to draft letters including naming of buildings, professorships, and matters requiring approval by the Board of Regents. The AA will also work with the Director of Communications to email messages from the Office of the President.

Routine and Special Projects (30%)

The AA will assist the EA as needed, scheduling meetings, assisting with conference registrations and hotel accommodations, coordinating meetings and conference calls with staff, university administration and constituencies, collecting documents and distributing meeting agendas, and updating the President's contact list. The AA will also schedule comprehensive reviews for the President's direct reports, assist with position searches and other special projects, and provide minimal support for other staff in the President's Office. The AA will update the President's calendar with regularly scheduled meetings and campus athletic events. The AA will answer phones for the President's Office and refer calls not needing the President's attention to appropriate staff or will assist the caller directly. The AA will also assist with the upkeep of equipment in the office suite, and with other duties as assigned.

Back-up to the Executive Assistant to the President and Schedule meetings (20%)

The AA will serve as back-up for the Executive Assistant to the President and perform tasks as requested by the President during the EA's absence. The AA will schedule/reschedule President's Council and Executive Cabinet meetings and save the meeting agendas electronically. The AA will also assist the EA by requesting agendas for the President's meetings on a daily basis and provide assistance with room set-up and refreshments. The AA will also inform the receptionist of the President's meetings in preparation for the guests' arrival.

Application Process:

Apply online at careers.nebraska.edu and attach a letter of interest, resume, and the names, telephone numbers and email addresses of three professional references. Review of applications will begin June 20, 2017. If you require an accommodation or assistance to apply, please call 402-472-3701.

The University of Nebraska is an equal opportunity educator and employer seeking and encouraging expression of interest from diverse and non-traditional applicants.