

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Office Associate – Executive Leadership	Job Family: Admin and Business Operations	Job Family Zone: Associate
Position Number: 127 (Previously titled: Exec Assistant)	Department Name: Buffett Early Childhood Institute	SAP Organization Unit Number: 50008150
Employee’s Name: TBH	Date of Last Update: 5/19/2018	Title of Supervisor: AED for Operations (Dotted line to Executive Director and AED for Strategy & External Affairs)
SAP Personnel #:	Last Updated By: Maria Malnack	Name of Supervisor: TBH (Dotted – Sam Meisels and Renee Wessels)

Position Summary

This position is responsible for providing administrative support for the Buffett Institute. Specific support will be provided to executive leadership comprised of: Executive Director, Associate Executive Director for Strategy and External Affairs and Associate Executive Director for Operations.

Duties & Responsibilities

Indicate % of time spent and indicate with an “*” the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
Administrative Support: Calendaring & Logistical Support <ul style="list-style-type: none"> • Schedule and coordinate meetings for executive leadership and in collaboration with directors and department staff. Includes contacting and confirming appointments with internal and external partners. • Proactively coordinate arrangements and tasks on behalf of executive leadership (e.g., room reservations, confirmation emails, working lunch, folders for filing, and materials for meetings.) • Prepare meeting agendas and provide note-taking as needed. Travel Support <ul style="list-style-type: none"> • Prepare and confirm travel arrangements (including airline, hotel, ground transportation, vehicle rental reservations, conference, and meal reservations). • Coordinate, order, and purchase office supplies and print materials as needed. • Coordinate travel and logistics for outside personnel as indicated. Financial support <ul style="list-style-type: none"> • Receive and prepare expense reimbursement forms, and travel and non-travel expenses including mileage as requested. Event/Meeting Planning <ul style="list-style-type: none"> • Assist with logistical planning of specific Buffett Institute events (i.e. Board of Advisors, Directors’ and All Staff meetings). • Coordinate with conferences and special projects manager in reserving conference and meeting spaces and liaison with venues, vendors, and suppliers to provide accurate and sufficient coverage of attendee needs. Implement “run of show” when needed for events. • Collaborate with communications staff for the production or preparation of graphic/informative materials needed for events. (PowerPoint, etc.) • Follow-up with vendors as needed and in accordance with Institute policies and procedures. 	85%	*

<p>General Office Duties</p> <ul style="list-style-type: none"> • 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 office associate(s) and departments, as needed. • Provide support for onboarding new staff. • Copy and print documents as needed. • Maintain inventory of office supplies needed for leadership's use. • Perform other duties as assigned. 	15%	
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Zone Definition Factors

Nature/Complexity of Work

Attention to detail, accuracy, and sensitivity to confidential information, proficient written and oral communication skills, adept with computer technology, able to demonstrate effective time management skills. 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 helpful in this position. The person must be able to handle multiple projects and timelines.

Problem-Solving/Decision-making

Ability to work with considerable independence and initiative as a senior administrative associate exercising sound judgement in accomplishing projects assigned as necessary. Problem-solving and appropriate decision-making will be required as an element of this position. Effective written and oral communication skills and meticulous attention to detail and accuracy are essential for purposes of composing documents and to exchange information.

Strategic Impact

This individual will have access to and will work with confidential and sensitive information. Discretion and confidentiality is required. This individual is required to be proficient and conscientious when compiling and reporting all data and for taking appropriate steps to correct any errors.

Know How

Proficiency in processing confidential and sensitive information using word processing, presentations, spreadsheet, database, and Web or Internet applications in a Windows environment is required. Experience using a multi-line telephone system is also required. Experience in handling travel arrangements, calendaring, scheduling meetings, and taking meeting minutes is desired. Excellent written and oral communication skills and attention to detail and accuracy are essential.

Technical Know How

Proficient knowledge of Microsoft Office software required. Advanced knowledge of Word and Excel is preferred. Adobe software knowledge for converting pdf documents to word documents and vice versa is essential.

Interactions

Employee will work extensively with all staff at BECI, UNCA, NUF, campus representatives, and other affiliate offices. Must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position typically obtains and provides information according to prescribed business and finance practices.

Supervision

This position exercises no supervision over other staff.

Minimum Qualifications

Bachelor’s degree and five years of progressive work in a similar position; an equivalent combination of education and experience from which comparable knowledge is acquired may be considered.
 Self-starter and capacity to solve problems with minimal supervision
 Knowledge of office management and other Office applications.
 Multi-line telephone system.
 Ability to handle multiple projects and timelines is necessary.

Preferred Qualifications

Experience in a university or post-secondary education institution
 Advanced knowledge of Microsoft Word and other Microsoft Office
 An exceptional candidate will have experience with project management.

Physical Requirements

1. **General Physical Requirements.** Indicate the appropriate response for an eight-hour day:

										<i>Indicate</i>		
		Circle the appropriate number of								Intermittent	Constant	
		hours										
Sit		0	1	2	3	4	5	6	7	8		6
Stand		0	1	2	3	4	5	6	7	8	1	
Walk		0	1	2	3	4	5	6	7	8	1	
Drive Motor Vehicle		0	1	2	3	4	5	6	7	8		
Explain												

2. **THIS POSITION REQUIRES:**

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	X		
Bending	X		
Kneeling	X		
Reaching			
➤ Overhead	X		
➤ Forward	X		
➤ Low	X		
Twisting	X		
Crawling			
Climbing			
➤ Ladder			
➤ Stairs	X		
➤ Other			
Walking on rough ground			
Exposure to changes of temperature/humidity			
Exposure to dust/fumes/gases/chemicals			
Being near moving machinery			
Working from heights			

3. **THIS POSITION REQUIRES EMPLOYEE TO:**

	Indicate letter in appropriate Space: Less than 2 hrs daily	LIFT=L Up to 2 hrs daily	CARRY=C Between 2-5 hrs daily	PUSH=P Over 5 hrs daily
11 - 24 lbs	L, C, P, PL			
25 - 49 lbs				
50 - 74 lbs				
75 - 100 lbs				
* Over 100 lbs				

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	Yes
Filing	_____	_____	Yes
Other Explain:	Operation of a computer mouse, copier, telephone.		

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

_____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

 X_ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

 X_ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

_____ Requires the ability to apply integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

_____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

_____ Decisions/problem resolutions are repetitive, simple, and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

_____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

 x_ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

May provide incidental guidance to others. [1]

Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

Actions and decisions in this job have an impact, which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on

decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

_____Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= ASSOCIATE	
Authorization:	Name:	Date:
Human Resources	Sheryl Gartner	
Supervisor:		
Administrator:		