

University of Nebraska Central Administration

Job Description

General Information

Working Job Title: Office Associate (49242409)	Job Family: Communications	Job Family Zone: Associate
Position Number: 134	Department Name: Buffett Early Childhood Institute	SAP Organization Unit Number: 50008150
Employee's Name: TBD	Date of Last Update: 11/7/18	Title of Supervisor: Associate ED – Operations (Dotted - Director of Communications and Marketing)
SAP Personnel #:	Last Updated By: Kimberly Harper	Name of Supervisor: Kimberly Harper (Dotted - Erin Owen)

Position Summary

This position is responsible for providing administrative support for the Communications Department at Buffett Early Childhood Institute.

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
<u>Administrative Support:</u> Calendaring <ul style="list-style-type: none">Schedule meetings for director and staff and provide support in maintaining calendars.Maintain ongoing calendar of key Institute activities, staff presentations, and events. Logistical Support <ul style="list-style-type: none">Prepare travel arrangements for director and communications staff as well as support for any Institute travel when communications is involved (including airline, hotel, ground transportation, conference registration).Process expense reimbursement forms; events, travel and non-travel expenses including mileage for director and program staff as requested.Responsible for ordering branded print materials, including business cards and name badges for Institute staff, while also managing inventory of all Communications materials and promotional items.Assist in management of departmental workflow.Assist Director with tracking expenditures for departmentAssist with capturing key dates/events from the Institute leadership and staff and manage the department's editorial calendarAssist with note taking in meetings as needed Event/Meeting Planning <ul style="list-style-type: none">Assist with logistical planning of Buffett Institute events.Assist with meeting registration and support, and provide on-site meeting assistance.Assist with managing meeting and event planning action item follow-up, including room reservations and venue set-up.	75	E

<ul style="list-style-type: none"> • Assist in the coordination of mass mailings and meeting packets (copying, folding, stuffing, and sealing envelopes). • Assist with photography at events/Institute visitors as needed • Assist with communications on digital channels as needed <p>Database Management</p> <ul style="list-style-type: none"> • Support the Conference and Special Projects Manager's leadership of the Institute's Constant Contact database of key stakeholders. Support could include working on contact lists for events and mass communications and updating database information. 		
<p><u>General Office Duties:</u></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. • Responsible for maintaining an office filing and cloud Box filing system in compliance with the Records Retention and Disposition Schedule. • Assist in supporting the hiring and onboarding process of new departmental staff (scheduling interviews, copying interview materials, creating orientation agenda, etc.). • Maintain inventory of office supplies needed for departmental use, and placing orders as needed. • Perform other duties as assigned. 	25	E

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.

Problem-Solving/Decision-making

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, 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.

Interactions

This job requires the ability to communicate in a professional manner with university administrators, faculty, staff, students, the public and colleagues; and the ability to understand and act upon complex oral and written instructions.

Supervision

This position exercises no direct supervision over others.

This position receives direct supervision* from the Associate Executive Director of Operations with a dotted line to Director of Communications and Marketing

Minimum Qualifications

Two-year post-education or associate degree with either one to three years working in communications and/or one to three years of administrative office experience demonstrating significant responsibility is required. Four-year degree is preferred.

Prior administrative support for database systems, work in communications, experience working in higher education, as well as 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.

Physical Requirements

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

	Circle the appropriate number of hours										<i>Indicate intermittent or constant</i>	
	0	1	2	3	4	5	6	7	8	Intermittent	Constant	
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:	LIFT=L	CARRY=C	PUSH=P	PULL-PL
Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	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.		

5. POSITION REQUIRES ATTENDANCE AT THE WORKPLACE

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]

☒ 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]

☐ 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 and 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]

☐ 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	Kimberly Harper	October 2018
Supervisor:		
Administrator:		