

University of Nebraska Central Administration

Office of the Executive Vice President and Provost

Student Office Assistant Position Description

The Office of the Executive Vice President and Provost is seeking applications for a student office assistant to work a total of 10 hours per week, Monday through Friday between 8:00 a.m. and 5:00 p.m. 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 Executive Assistant to the Provost, including general office duties, data retrieval and presentation, database maintenance, online research, and other responsibilities as they arise. General office duties may include word processing, answering telephones, preparing mailings, copying, faxing, scanning, typing, filing, and organizing.

Reporting Relationship and Office Location

The student office assistant reports to the Executive Assistant to the Provost. 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 possible 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, current resume, and hours of availability to crobertus@nebraska.edu.