Office Assistant/ Receptionist

Office of the President seeks to fill a part-time position, Monday – Friday; 8 a.m. - Noon, providing assistance to the University of Nebraska Administrative Offices.

Two years of education beyond high school and four years of experience in an administrative office is required. Experience with multi-line telephone systems and proven computer skills in Microsoft Word and Excel are required. Excellent written and oral communication skills and attention to detail and accuracy is essential. Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

Apply on-line at careers.nebraska.edu

Full job description posted at http://nebraska.edu/prospective-employees.html

**Application deadline 07/08/11**