University of Nebraska Central Administration
Job Description

General Information

<table>
<thead>
<tr>
<th>Working Job Title:</th>
<th>Job Family:</th>
<th>Job Family Zone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant</td>
<td>Admin. Business Operations</td>
<td>Specialist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position Number:</th>
<th>Department Name:</th>
<th>SAP Organization Unit Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>127</td>
<td>Buffett Early Childhood Institute</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
<th>Date of Last Update:</th>
<th>Title of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-23-2015</td>
<td>Executive Director, Buffett Early Childhood Institute</td>
</tr>
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<table>
<thead>
<tr>
<th>SAP Personnel #:</th>
<th>Last Updated By:</th>
<th>Name of Supervisor:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>HR</td>
<td>Sam Meisels</td>
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Position Summary

Provide administrative support to the Executive Director and Associate Executive Director for the Buffett Early Childhood Institute at the University of Nebraska in the areas of administrative operations, project management, administrative program coordination, and scheduling. Position is collaborative and works to support executive leadership in growing, dynamic 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.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>*</td>
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**Executive Assistant Tasks**

- Schedule meetings and maintain calendar for the Executive Director and Associate Executive Director. Confirm meetings two to three days in advance of meeting with participants and ensure that Institute materials are available at meetings.
- Schedule travel arrangements for the Executive Director and Associate Executive Director. Process all expense pre-trip and reimbursement forms; coordinate procedures for proper reimbursement.
- Provide internal and external communication/updates/reminders through email.
- Maintain both incoming and outgoing mail. Develop and maintain channels of communication with University-wide campus representatives, researchers, Board Members, and Committee members to exchange information, schedule meetings, and coordinate events and activities.
- Accompany Institute staff to meetings as necessary and document proceedings. Distribute meeting minutes as appropriate.
- Receive documentation, combine and compare data to prepare reports and visual charts/graphs for distribution to executive level management in the University system as well as members of the Board of Regents.
- Assume other tasks as directed by the Executive Director and Associate Executive Director.

**Administrative Operations/ Management:**

- Review and monitor Buffett Early Childhood Institute monthly ledgers and budget for account accuracy; work with appropriate contacts regarding discrepancies.
- Maintain and monitor financial records of grant funded programs.
- Establish and oversee the Buffett Early Childhood Institute office filing system and other electronic data base(s); create a Records Management System following university guidelines for retention, archival and destruction.
- Provide internal and external communication/updates/reminders through email.
- Answer telephone calls directed to the Institute; provide information and answer questions where judgment, knowledge and/or interpretation of policies and procedures are necessary; exercise discretion in public contacts.
- Function as part of administrative support unit within the Institute and provide back-up administrative support when other support staff are out of the office and/or on vacation/sick leave. Schedule additional Institute meetings as requested. Order and
maintain office equipment and office supplies, track invoices, and review all expenditures on the Institute’s account.

Supervision
This position reports to and receives supervision from the Institute’s Executive Director and Associate Executive Director and provides supervision to the Office Associate and other temporary staff.

Minimum Qualifications
Associate degree, Bachelor’s degree preferred, and four years of work experience in administrative/operational support experience is required. Experience in a university or post-secondary education is preferred. Proficiency with Microsoft Office applications (Word, Excel and Power Point); Internet research and navigation; and maintaining databases is required. An equivalent combination of education and experience from which comparable knowledge and abilities is acquired may be considered.

Zone Definition Factors

Nature/Complexity of Work
This position requires an individual who works with considerable independence, initiative, as a senior administrative associate exercising sound judgment in accomplishing the projects assigned. Attention to detail, accuracy, and sensitivity to confidential information in addition to written and oral communication, technical, and time management skills are required. Requires competency in office management and employee relations.

Problem Solving/Decision-making
Problem solving and appropriate decision-making is required in every 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 reports and to exchange information, plans, and objectives. 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 useful to this position but not essential.

Strategic Impact
This individual is required to be proficient and conscientious when representing the office of the Buffett Institute at all times. Any errors reflect unfavorably on the individual, the Institute and potentially the university as a whole. This individual is accountable for taking appropriate steps to correct any errors.

Know How
This position demands the ability to take initiative, operate independently, and thrive in an entrepreneurial environment. One should demonstrate competencies in excellent interpersonal skills with strong orientation toward diplomacy, tact, compassion, collaboration and teamwork; exceptional verbal, writing, editing and proofreading skills; Must be detail-oriented and accurate; ability to prioritize effectively, multi-task, and quickly respond to shifting priorities; strong research skills including the ability to collect, compile and analyze facts, draw conclusions, and recommend solutions; excellent computer proficiency with a willingness to learn and utilize new technologies and to train others, when needed; competency in managing budgets and tracking expenses; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality.

Interactions
Regular contact with university administrators, campus representative, colleagues, and constituents outside the university and determining who to contact to meet Institute objective when particular issue arises is an important and complex part of this position. Must have the ability to work as a member of team, as well as independently, in a complex higher education environment, and with respect for confidential and sensitive information. This position must exercise sound judgment in knowing how to solicit information, who to contact, how to summarize, and how to present information obtained to the administration of the university.
Physical Requirements

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Intermittent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Stand</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Drive Motor Vehicle</td>
<td></td>
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<table>
<thead>
<tr>
<th>Circle the appropriate number of hours</th>
<th>Occasional (less than 2 hrs daily)</th>
<th>Between 2 - 5 hrs daily</th>
<th>Over 5 hrs daily</th>
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</thead>
<tbody>
<tr>
<td>Sit</td>
<td>0 1 2 3 4 5 6 7 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand</td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>.5</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>0 1 2 3 4 5 6 7 8</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Drive Motor Vehicle</td>
<td>0 1 2 3 4 5 6 7 8</td>
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2. **THIS POSITION REQUIRES:**

- Squatting
- Bending
- Kneeling
- Reaching
  - Overhead
  - Forward
  - Low
- Twisting
- Crawling
- Climbing
  - Ladder
  - Stairs
  - 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:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>LIFT=L</th>
<th>CARRY=C</th>
<th>PUSH=P</th>
<th>PULL-PL</th>
</tr>
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<tbody>
<tr>
<td>L, C, P, PL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 2 hrs daily</td>
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<td></td>
<td></td>
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<tr>
<td>Up to 2 hrs daily</td>
<td></td>
<td></td>
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<tr>
<td>Between 2-5 hrs daily</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Over 5 hrs daily</td>
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4. **POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:**

- Keyboarding
- Filing
- Operation of a computer mouse

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]

____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]

____X____ 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]

<table>
<thead>
<tr>
<th>Summary:</th>
<th>Zone Assignment= ASSOCIATE</th>
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<tbody>
<tr>
<td>Authorization:</td>
<td>Name:</td>
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<tr>
<td>Human Resources</td>
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<tr>
<td>Supervisor:</td>
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<tr>
<td>Administrator:</td>
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