Title: Temporary Executive Assistant

Type/Time: Temporary Executive Assistant
Hiring Range: $12.00 - $15.00 per hour
Hours: 40 hours per week
Work Schedule: Full-Time
Start Date: June 14, 2021
Duration: 3.5 months

Overview

The Office of Diversity and Inclusion is seeking an individual to serve as an Executive Assistant, which will report to the Vice Chancellor for Diversity and Inclusion.

The Executive Assistant will provide administrative support to the Vice Chancellor for Diversity and Inclusion and some program and communication support to the Office of Diversity and Inclusion and to the larger unit as requested.

The Executive Assistant for the Vice Chancellor for Diversity and Inclusion provides highly skilled strategic, administrative, and organizational support related to the duties of the vice chancellor in an ever-changing, dynamic learning and work environment.

Position Details

Administrative support may include but is not limited to:

- Acting as the point of contact between the Vice Chancellor and internal or external colleagues
- Organizing meetings and booking meeting rooms
- Handling correspondence directed to Vice Chancellor and central Office of Diversity and Inclusion
- Taking dictation and minutes and writing them up subsequently
- Producing reports and presentations
- Maintaining the current filing and database system, and looking for ways to improve current systems
Central and Unit-Level Support

- Serving as a point of contact for incoming calls to or inquiries and developing referrals or solutions related to such inquiries;
- Preparing documents, spreadsheets, and reports
- Executing day-to-day operations (e.g., copying, printing, filing, etc.)
- Gathering and proofing information and data;
- Preparing and executing accounting functions; and
- Completing clerical tasks as assigned by Director or other staff.

Program support may include but is not limited to:

- Assisting in troubleshooting issues related to programs, which may include but are not limited to locating staff members, addressing requests or concerns, and communicating changes in scheduling or locations;
- Contacting guests, campus partners, and other key constituents regarding program needs or issues; and
- Providing customer service to program attendees.

**Minimum Required Qualifications**

Minimum Required Qualifications Bachelor’s degree plus 5 years of progressively responsible and related administrative experience or customer relations in a support role required; equivalent education/experience considered.

- Demonstrated experience working with high-level administrators and constituent groups necessary.
- Must demonstrate excellent organizational, interpersonal, computer and communication (written and oral) skills.
- Must possess a strong service-centered philosophy, commitment to diversity and inclusion, and the ability to work independently and effectively as a team member.
- Ability to multitask and prioritize tasks
- Excellent time management skills
- Well-developed organization skills
- Attention to detail
- Great verbal and written communication skills
- Professional discretion

This position may consist of traveling to event locations across campus, light lifting (up to 30 lbs.), and working late afternoons on occasion.

**About the Office of Diversity and Inclusion**
ODI provides vision, leadership, and advocacy in fostering an inclusive, equitable, and welcoming campus central to the land-grant mission of UNL; leads and facilitates the development of institutional policies, protocols, and practices intended to create a more equitable, and inclusive campus culture; and utilizes an inclusive excellence framework to foster an engaged, creative, and innovative learning environment for all.

**Application Submission**

To apply, please submit a cover letter, CV/résumé and contact information for two professional or academic references by May 28, 2021 via the online portal.

The Office of Diversity and Inclusion
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**Core Values and Beliefs at the University of Nebraska-Lincoln**

- We value equity, inclusion, and dignity for all.
- We strive for excellence and recognize the educational and societal benefits of diversity.
- We insist on a culture of civility and recognize that words and actions matter. The absence of action and words also matters.
- We believe in the freedom of speech and encourage the civil and respectful expression of ideas and opinions.
- We all share in the responsibility to create a culture where equity, inclusion, dignity, and respect for all is an institutional priority.
- We believe that we take opportunities to take action—education, respond, or report—when we observe unfair, biased, or dehumanizing behaviors.

The university is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. We are dedicated to creating an environment where everyone feels a sense of belonging.