JOB POSTING ANNOUNCEMENT

Office Assistant/ Receptionist/ Part-time (OPEN TO UNIVERSITY EMPLOYEES ONLY)

The 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.

Main responsibilities:
• greeting and directing visitors and receiving deliveries
• answering a multi-line central telephone, routing phone calls and answering routine inquiries
• maintaining calendars, scheduling meetings
• type correspondence, forms, and reports
• update and add records to computer databases
• filing, copying and mailing and other administrative tasks

Two years of education beyond high school and four years of responsible clerical, receptionist, or customer service related 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

The job description is posted on the UNCA website: http://nebraska.edu/prospective-employees.html

Application deadline is close of business on Wednesday, June 15, 2011.