



215 Centennial Mall South, Suite 401
Lincoln, NE 68588-0228
Telephone: (402) 472-5678 Fax: (402)472-5679
Email: ppc@nebraska.edu
Website: <http://www.ppc.nebraska.edu>

STAFF ASSISTANT
NU Public Policy Center
Requisition #080259

The University of Nebraska Public Policy Center is seeking an experienced support professional to provide diverse and complex financial and administrative support and coordination for engagement-focused public policy projects impacting local, state and federal governments.

Job Summary

Responsible for assisting with business operations including preparing, monitoring, and reconciling project budgets and accounts, tracking expenditures, creating reports, and assisting in proposal development. Provide project administrative support, including planning and coordinating project activities, communications, meetings, and travel. Further description of work is available at <http://employment.unl.edu>

Qualifications

Associates degree plus four years relevant experience providing financial and/or project support and coordination or equivalency. Strong computer skills using spreadsheets, word processing, e-mail, and Internet essential. Bachelor's preferred. Experience creating and monitoring budgets and providing complex project support preferred. SAP and database knowledge/experience preferred. Knowledge and experience in accounting and GAAP principles desired. Excellent customer service, verbal and written communication, interpersonal, organizational, analytical, and problem solving skills preferred.

Apply at <http://employment.unl.edu>. *Application review will begin May 23.* Position is open until filled. Criminal history background check will be conducted. Position is grant funded with excellent benefits including staff/ dependent scholarship program. UNL is committed to EEO/AA and ADA/504. If you require accommodation, please call (402) 472-2120.