



**Posting Number Job Title**

2019-00136 **Faculty Senate Coordinator**

**Department**

Academic Affairs - General

**Essential Functions**

The Faculty Senate Coordinator will be responsible to coordinate, organize, and manage all administrative duties of the UNO Faculty Senate, its standing committees, and the physical office. The Coordinator will also work with the 3 grievance committees as well as University administrators and all faculty. Must function independently, be self-motivated, have excellent problem-solving and decision-making skills and be able to handle multiple tasks and deadlines simultaneously. This position is frequently privy to sensitive information and discretion is required in handling such knowledge prior to campus-wide and/or public notification.

**Required Qualifications**

Required Education: Associate Degree

Required Experience:

- At least 2 Years clerical experience.
- Calm and positive demeanor necessary.
- Ability to type correspondence, reports, meeting minutes, etc.

Equivalent experience may be considered in lieu of education.

**Salary/Wage Info**

Commensurate with experience and educ

**Position Type**

Full Time

**Posting Number Job Title**

2018T-00126 **Thompson Center Event Manager**

**Department**

Alumni Association

**Essential Functions**

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individual will provide on-site events assistance, customer service, and information to Thompson Center visitors/guests, for meetings, weddings, and other corporate/social events. May also be required to provide prospective clients occasional facility tours. Enforce Thompson Center policies and procedures by monitoring activities inside and outside the facility and handle any situations that may require assistance. Open and close the building, ensuring all guests have vacated the facility, all doors and windows are locked, all equipment and lights are turned off, temperature thermostats are set accordingly, and the building security system is properly activated. Ensure function space is set up according to needs of client. Set-up of audio visual for events, trouble shooting, and problem solving situations that may require assistance. Communicate urgent needs of client to appropriate staff as needed to include custodial staff and campus security. Able to work without supervision most of the time.

**Required Qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

-High school diploma or equivalent

-2 years experience in direct customer service and or have a hospitality background.

Requires ability to deal effectively and tactfully with others in a variety of situations. Possess strong verbal and written communication skills and be able to handle stressful situations in front of a large group of people as necessary. Ability to resolve conflict, effectively supervise facility event-related activities and positively represent facility. Business attire at all times with limited jewelry and body piercings.

**Salary/Wage Info**

10.50 per hour

**Position Type**

Part Time

**Posting Number Job Title**2019T-00115 **Part Time - Holland Ice - Baxter Arena****Department**

Arena

**Essential Functions**

Perform duties as needed, including collecting admission fees, ice rental payments, distributing and collecting rental skates, assisting with birthday parties, general skate-shop and concession sales. Set up and tear down tables and chairs for various groups. Clean and maintain the locker rooms for the Holland Ice rink areas. All other duties as assigned.

**Required Qualifications**

Education required - High School diploma for GED

UNO students encouraged to apply.

Must be able to work a varied schedule, some nights and weekends.

Must be able to lift 30 lbs.

**Salary/Wage Info**

\$10

**Position Type**

Part Time

**Posting Number Job Title**2019T-00118 **Zamboni / Ice Crew - Baxter Arena****Department**

Arena

**Essential Functions**

This position will prepare and maintain the facility ice for both the community ice and the main arena. Perform general physical labor associated with the set up and break down for events, ice install, maintenance, glass repair, rink repair. Drive Zamboni during the community ice events and games maintaining the ice to NCAA standards.

**Required Qualifications**

Required Education - High School Diploma or G.E.D.

Must be at least 18 years of age to drive the Zamboni

Must have a valid driver's license

**Salary/Wage Info**

\$13-15/hour

**Position Type**

Part Time

**Posting Number Job Title**2019T-00123 **Other Hourly Worker- Biomechanics****Department**

Biomechanics

**Essential Functions**

There are a variety of responsibilities included with this position.

Duties include data collection and processing for research projects involving dynamic ultrasound imaging, and foot biomechanics. Duties also include laboratory maintenance, and various other tasks required by the project director.

**Required Qualifications**

Experience with data collection involving ultrasound measurements of human calf muscles, and foot biomechanics.

Experience with data analysis software for ultrasound measurements, Matlab, and Visual3D.

**Salary/Wage Info**

\$13/hour

**Position Type**

Part Time

<b>Posting Number</b>	<b>Job Title</b>	<b>Department</b>
2019-00132	Office Associate - Black Studies	Black Studies

**Essential Functions**

The College of Arts and Sciences at UNO is inviting applications for an Office Associate in the Black Studies Department. Responsibilities are to provide administrative support to administration, faculty and staff, including special projects, office workflow, academic support, appointments, correspondence, budgets, data compilation and records control. May perform duties of a sensitive and confidential nature. Requires use of independent judgment and knowledge of the department, college and university policies. Perform a variety of duties on own responsibility under conditions where there is little opportunity for direct supervision. Will frequently assist department chairs, students, faculty, staff and the public (community, outside reviewers, parents, visitors, etc.).

**Required Qualifications**

A high school education or equivalent. Two years or more of responsible administrative support experience. Ability to work with diverse individuals and communities with professionalism is required as well.

<b>Salary/Wage Info</b>	<b>Position Type</b>
\$15.870 per hour	Full Time

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<b>Posting Number</b>	<b>Job Title</b>	<b>Department</b>
2019T-00111	Bookstore Accounting Assistant - Other Hourly	Bookstore

**Essential Functions**

1. Cash handling experience / knowledge ( know how to make change)
2. Excel knowledge
3. Good math aptitude
4. Attention to detail ( especially in Winprism for PO processing )
5. Able to follow written and oral instructions
6. 10 key is a plus
7. Reliable, good attendance a must
8. Confidentially
9. Able to function under pressure/ deadlines
10. Filing, auditing

**Required Qualifications**

Cash handling experience

<b>Salary/Wage Info</b>	<b>Position Type</b>
\$11-13 hourly depending on experience	Part Time

<b>Posting Number</b>	<b>Job Title</b>	<b>Department</b>
2019-00123	Office Associate	College of Arts and Sciences

**Essential Functions**

The College of Arts and Sciences at UNO is inviting applications for an Office Associate in the International Studies Major and Schwalb Center for Israel and Jewish Studies Programs. Responsibilities are to provide administrative support to administration, faculty and staff, including special projects, office workflow, academic support, appointments, correspondence, budgets, data compilation and records control. May perform duties of a sensitive and confidential nature. Requires use of independent judgment and knowledge of the department, college and university policies. Perform a variety of duties on own responsibility under conditions where there is little opportunity for direct supervision. Will frequently assist department chairs, students, faculty, staff and the public (community, outside reviewers, parents, visitors, etc.).

**Required Qualifications**

A high school education or equivalent.

Two years or more of responsible administrative support experience. Ability to work with diverse individuals and communities with professionalism is required as well.

**Salary/Wage Info**

\$15.870 per hour

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00177 **Director of Advising/Certification Officer**

**Department**

College of Education

**Essential Functions**

The COE Director of Academic Advising and Certification Officer is appointed by the Dean of the college to receive correspondence, provide certified records, transcripts, reports and/or recommendations to the Nebraska Department of Education as required for certification or endorsement. This position provides leadership for the Academic Advising office and shared management for all aspects of teacher certification, and other duties related to areas of accreditation, school partnerships in collaboration with other units within the College of Education.

- Supervise and manage academic advising team and assistants
- Serve as liaison to department chairs/school director in program development/change, schedule development and wait list decisions;
- Final approval of academic advising information (printed and electronic) related to teacher preparation, library science, speech language pathology, special education and sign language interpreting
- Coordinate teacher preparation program changes related to revisions to NDE Rules
- Final Approval/denial of course substitutions for individual students
- Facilitate the development of student recruitment and retention strategies
- Participate in assigned department/unit committees (COEA, AS&P, ARC, SAC, General Education)
- Collaborate with units on new program development and improvements
- Mentor new advisors/staff, and monitor on-going professional development
- Coordinate and assess academic advising goals/mission in relationship to the college's strategic plan
- Coordinate data collection/reporting related to academic advising, accreditation, and Title reports (federal)
- Monitor program/candidate standards
- Perform annual reviews of academic advisors
- Provide annual unit report to the Dean and other reports necessary for the position
- Ensure compliance to college and university policies and procedures
- Promote and develop academic advising relationships across campus and with community partners
- Assist Dean's office with annual catalog compilation

Certification:

- Facilitation of the submission and approval of certification records, transcripts, reports, matrices (Rule 24) and/or recommendations to NDE as required for certification and/or endorsement (Rule 21), EPP (Rule 23).
- Disseminates information to COE stakeholders related to the policies, rules and procedures established by COE, NDE and assists with integration of same as appropriate
- Responsible for advising for renewals and added endorsement candidates
- NACTE (Nebraska Association of Colleges of Teacher Education) member
- Provide assistance on state and federal reports related to accreditation
- Advises for certification renewals, added endorsements, initial certification (out of state, international candidates)
- Responds to internal and external questions related to NE certification

**Required Qualifications**

This position requires a minimum of a master's degree, higher education experience and a minimum of 5-years administrative or comparable experience. PK-12 teaching or comparable experience is preferred.

**Salary/Wage Info**

Negotiable

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00165 **Computer Hardware Tech**

**Department**

College of Public Affairs & Community Ser

**Essential Functions**

Travel to off-campus sites (Lincoln and Offutt) to provide computer support. Use the university-wide server-based imaging system to image computers and deploy software/fixes. Customize and set up computers according to the users' needs. Manage a computer classroom and laptop lab which includes maintenance of all equipment, troubleshooting, training users and handling room reservations. Troubleshoot and diagnose advanced hardware issues that involve replacing motherboards, laptop displays, memory, hard drives, etc. in desktops and laptops. Responsible for working with computer manufacturers to provide on-site warranty support for devices in need of repair; which includes traveling locally at times, for example, to the Apple Store.

**Required Qualifications**

Associate's degree. At least two years of work experience in a computer/technological environment with an emphasis in hardware repair/installation. Valid driver's license, reliable transportation and willingness to travel to Lincoln, Offutt and areas within Omaha on a consistent basis. Proficient with troubleshooting in recent Windows and MacOS environments. Organized, focused, flexible, easy-going and team-oriented. Enjoys working closely with users on a one-on-one basis. Excellent at multi-tasking several high-priority tasks and working in unfamiliar settings. Enjoys tackling new challenges on a consistent basis. Ability to meet deadlines. Proficient with replacing computer hardware components and using server-based imaging systems.

**Salary/Wage Info**

\$16.192 per hour

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00115 **Custodian, Custodial Services**

**Department**

Environmental Services

**Essential Functions**

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Clean classrooms, offices, laboratories, entry way door glass and water fountains. Clean and restock restrooms on a daily basis. Vacuum, dust, empty trash and perform other cleaning duties to assigned areas on a daily basis.

**Required Qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities. Requires the ability to understand and follow instructions and to perform medium to heavy physical labor, to work effectively on a team and independently, to interact courteously with a variety of people. Criminal background check and drug screen required of successful candidate.

**Salary/Wage Info**

\$11.75 per hour, plus 10% shift differential

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00156 **Program Coordinator, Executive MBA Program**

**Department**

Executive MBA program

**Essential Functions**

This person will play a critical role coordinating recruitment efforts for the Executive MBA program and for open enrollment programs such as the Mini MBA program. Essential duties include pro-active and continuous communication with candidates via email and phone; candidate data collection and input into CRM system; collection and tracking of application materials; and recruitment event and interview coordination. Due to the nature of these duties, candidates for the position must be articulate in both writing and speech, must be comfortable engaging in personal selling and recruitment tactics, must display excellent customer service skills, and must be extremely detail oriented, organized, and technologically savvy. This person will also coordinate recruitment, logistical, and administrative elements of open enrollment and custom executive education programs conducted by the College of Business. Duties include room and faculty scheduling, site and materials preparation, and evaluation compilation and reporting. Lastly, this person will be responsible for updating the program website, designing and implementing social media posts, assisting in general office administration.

**Required Qualifications**

Associate's degree and two years of professional-level experience. Must have demonstrated excellent

organizational, interpersonal, oral, and written communication skills. Proficiency with computer software to include word processing, database and spreadsheets, and social media. High level of professionalism and commitment to teamwork required. Valid driver's license.

**Salary/Wage Info**

\$18 - \$20, depending on experience

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00143

**Groundskeeper I (M-F 7am to 3:30pm ), Grounds**

**Department**

Facilities Management and Planning

**Essential Functions**

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Perform grounds maintenance, repair, and upkeep of all grounds and campus roads. Mow assigned areas using power movers and tractor-operated mowers. Remove snow and ice from steps, sidewalks, and drives using manual and powered equipment. Remove trash and debris from grounds, buildings and receptacle sites.

**Required Qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities. High School diploma or equivalent.. A valid driver's license is required.

**Salary/Wage Info**

\$12.25 - \$13.25

**Position Type**

Full Time

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**Posting Number Job Title**

2018-00327

**Space Planning Analyst**

**Department**

Facilities Management and Planning

**Essential Functions**

The Space Planning Analyst is responsible for managing, designing and maintaining a space inventory database and reporting system. This position utilizes the data to conduct complex analyses and make recommendations regarding the efficient usage, allocation and reallocation of space assignments. This position works with administration, colleges, departments and units to develop and implement policies related to the allocation and reallocation of space. This position coordinates with other departments and units to create a single university-wide relational database for space usage, cost recovery, and facility characteristics. This position prepares reports related to space utilization for University of Nebraska-Omaha administration, University of Nebraska Central Administration, Coordinating Commission for Post-secondary Education and other entities. This position assists NU Physical Planning & Real Estate (PPRE) in other duties as assigned.

**Required Qualifications**

Required Education: Bachelor's degree in Architecture, Planning, Construction Management, Social Sciences or related field.

Required Experience: 1 year of related experience preferred. Must have the ability to work effectively with diverse groups of individuals necessary and have experience analyzing data and preparing reports.

**Salary/Wage Info**

Commensurate with Experience and Educ

**Position Type**

Full Time

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**Posting Number Job Title**

2019T-00116

**Food Tech - Temp**

**Department**

Food Services

**Essential Functions**

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Basic food prep. Follow all sanitation procedures, keeping area neat and clean. Assisting with stocking assigned area.

**Required Qualifications**

Ability to understand and follow written and oral instructions.

Must be able to work the specified hours (full shift) with flexibility to work more as needed.

**Salary/Wage Info**

\$9.00/hr. minimum - depending on experie

**Position Type**

Part Time

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**Posting Number Job Title**

2019-00167 **Employee Relations Specialist**

**Department**

Human Resources

**Essential Functions**

Promote employee advocacy, recognition and retention.

Advise & consult supervisors/managers in legal compliance, policy guidance and HR matters.

Develop and facilitate employee and manager training courses.

**Required Qualifications**

Required Education: Bachelor's degree in Business Administration, Human Resources, or relevant field

Required Experience: Minimum of three years employee relations experience

**Salary/Wage Info**

Commensurate with Experience and Educ

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00166 **Assistant Director of Digital Learning**

**Department**

Information Technology Services

**Essential Functions**

This position assists the Director in the identification, coordination, and delivery of strategic initiatives within the Office of Digital (Online) Learning, including but not limited to online instructor/student onboarding/readiness efforts, access, lead nurturing, student success, and course quality. The position assists in maintaining the day-to-day operations and budget, to include the coordination of business processes and contribution to the advancement and support of online teaching and learning. The position supervises the Online Recruitment Specialist, co-supervises Peer Success Mentors, and interacts closely with NU Online staff. This position partners directly with the Center for Faculty Excellence, Academic Affairs, online program/course faculty/coordinators, ITS staff, among other campus entities.

**Required Qualifications**

Masters degree; two years working in a higher education environment.

**Salary/Wage Info**

Depends on experience/qualifications

**Position Type**

Full Time

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**Posting Number Job Title**

2019T-00120 **Athletic Trainer- Intercollegiate Athletics - Part-Ti** Intercollegiate Athletics

**Department**

Intercollegiate Athletics

**Essential Functions**

This position is responsible for assisting the Head Athletic Trainer with all aspects of the Athletic Training Program, including service/clinical. This includes Injury Assessment and Care, Practice and Event Coverage, Treatments and Rehabilitation of injuries incurred by student athletes at UNO.

**Required Qualifications**

Required Education - Bachelor's degree in a related field.

Required certifications - BOC certification, NE State License or eligible.

Requires use of hands or special tools/equipment.

Certification in CPR, AED and First Aid.

**Salary/Wage Info**

\$15

**Position Type**

Part Time

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**Posting Number Job Title**

2019T-00102 **AV Technician - Part Time**

**Department**

Intercollegiate Athletics

**Essential Functions**

The AV Technician will be responsible for the set-up and tear down of arena AV equipment, running low voltage cabling, and live sound/video operations. Also includes setting up and tearing down flooring, portable chairs, barricades, staging, lighting, tables and other furnishing and equipment.

**Required Qualifications**

Education - High School Education

Experience - some previous work in an AV environment.

**Salary/Wage Info**

\$11.50

**Position Type**

Part Time

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**Posting Number Job Title**

2019T-00124 **Box Office Shift Lead - Part Time - Baxter Arena** Intercollegiate Athletics

**Department**

**Essential Functions**

The Box Office Shift Lead will assist with Box Office Manager with processing ticket sales, answering questions regarding admission fees, assist with building and setting schedules, upcoming events, and ticket policies. Balance all applicable transactions and complete necessary reports. Position will assist and occasionally lead event day ticketing, pass list preparation and execution, and reconciling ticket sales.

Will assist the Box Office Manager with season tickets, mini-plans, group tickets, and single event tickets. The Box Office handles both entertainment and athletic ticketed events.

This is a part-time position. Nights and weekends when necessary.

**Required Qualifications**

Education - High school diploma or GED.

Experience - Ticketing experience for Athletic and/or Entertainment Events and point of sale system.

**Salary/Wage Info**

\$13-15/hour

**Position Type**

Part Time

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**Posting Number Job Title**

2019-00182 **Box Office Manager - Baxter Arena** Intercollegiate Athletics

**Department**

**Essential Functions**

This position oversees all aspects of the ticket offices for both Omaha Athletics and Baxter Arena. This includes but not limited to creating the ticketing manifesto, building events and selling of tickets for all athletic and entertainment events. Coordinate all event information between promoters, facility personnel, and the ticket company (Ticketmaster). This position must work with the Director of Event Services, Director of Finance and the Director of Operations to make sure all aspects of events have been ticketed appropriately.

**Required Qualifications**

Required Education - Bachelor's degree



Required Experience - Two years of box office and supervisory experience.

Will consider an equivalent combination of education and experience.

**Salary/Wage Info**

Negotiable based on experience

**Position Type**

Full Time

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**Posting Number Job Title**

2019T-00109 **ESL Specialist, Substitute Instructor**

**Department**

International Programs

**Essential Functions**

Teaches intensive ESL/ESP courses as needed as a substitute instructor. Enacts lesson plans from prepared materials. Keeps student attendance records.

This is an on-call substitute position.

**Required Qualifications**

Master's degree in TESOL, or closely related field, TESOL certification completed or in progress; prior supervised ESL teaching experience (3 year minimum).

**Salary/Wage Info**

\$28/hour

**Position Type**

Part Time

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**Posting Number Job Title**

2019T-00107 **Office Assistant, Education Abroad-Temporary**

**Department**

International Studies and Programs

**Essential Functions**

The Office Assistant for Education Abroad provides administrative program support, aids in planning and execution of promotional events, provides guidance to prospective study abroad students through initial advising, and other duties related to Education Abroad at UNO. Serve as one of the primary points of contact for prospective study abroad students, those currently studying abroad, faculty, parents, and staff. Assist in administrative tasks within the office. Promote programs offered by the UNO Study Abroad Office. Provide support to students throughout their entire study abroad experience. Interact with students daily. Participate in study abroad orientations. Sensitive and confidential information is handled when dealing with students; confidentiality must be maintained.

**Front Desk Duties:**

- Serve as first point of contact within Education Abroad Office for potential study abroad students, those currently studying abroad, faculty, parents, and staff
- Answer the main phone line (respond to inquiries and direct calls) and UNO Study Abroad email
- Schedule appointments for the Manager of Education Abroad and Education Abroad Advisor

**General Office Support:**

- Assist with general office support for Education Abroad and processing of application materials
- Update program descriptions in Via-TRM software
- Coordinate mailings
- Maintain upkeep of Education Abroad Library
- Assist with payments made for study abroad programs and deposit of funds
- Provide basic study abroad information to interested students

**Logistical Support:**

- Help plan, organize and carry out pre-departure orientation and re-entry activities for assigned programs, and assist with other cross-cultural educational programs as requested.
- Order all printed materials, banners, brochures, programs, etc., and other supplies for programs and events.

**Department Promotion:**

- Oversight of department Facebook and blog

- Update content on department website and print materials
- Create promotional stories for newsletter, website, and press releases
- Organize image library and other files

Promote education abroad opportunities on campus

Other Duties as Assigned

**Required Qualifications**

High School Diploma or equivalent.

One year general office experience, prior experience with a study abroad program (professionally or as a student).

Will consider an equivalent combination of education and experience.

**Salary/Wage Info**

\$13.00/hour

**Position Type**

Part Time

**Posting Number Job Title**

2019-00171

**Plant Operator (Tues. -- Sat. 7am - 3pm), Mainten**

**Department**

Maintenance and Operations

**Essential Functions**

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Operate and monitor all equipment in the University Central Utility Plant (CUP) and other buildings on campus in a safe and efficient manner. Make rounds and complete operating logs, monitor campus equipment through the energy management systems, note deficiencies and take corrective action. Maintain, perform preventative maintenance, and complete minor repairs on all equipment within the CUP as required. Conduct routine utility systems inspections and respond to emergency calls in other buildings and grounds on UNO campus during evening and weekend and holiday hours.

**Required Qualifications**

Required Education:

High School Diploma or equivalent.

Valid Driver License

5 Years experience with large district heating and cooling equipment and building mechanical systems and the operation of this equipment.

Minimum one year experience in hands on boiler operation.

City of Omaha - Third Grade Engineers License (Must be able to obtain within 6 months of hire date)

**Salary/Wage Info**

\$19.00 - \$27.00

**Position Type**

Full Time

**Posting Number Job Title**

2019-00169

**Facilities Operator, Maintenance & Operations**

**Department**

Maintenance and Operations

**Essential Functions**

Two positions available: 9am-6pm, Monday through Friday, or 7am-4pm, Tuesday through Saturday.

This list is meant to be representative, not exhaustive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Operate, maintain, install and perform preventive maintenance on all HVAC systems, mechanical equipment, and other building components including but not limited to chillers, boilers, air handling units, pumps, air compressors, emergency generators, valves, A/C units, distillers, water softeners, etc... Perform general carpentry work throughout campus, such as repairs to doors and door hardware, ceilings, floors, and classroom seating.

**Required Qualifications**

-High School Diploma or equivalent

- Valid Driver License
- Mechanical abilities to repair HVAC Equipment

**Salary/Wage Info**

\$18.00 - \$31.11/hr

**Position Type**

Full Time

**Posting Number Job Title**

2019-00137 **Assistant Director, Building Operations**

**Department**

Milo Bail Student Center

**Essential Functions**

This position will be responsible for the day-to-day operation of the Milo Bail Student Center facility. It involves organization and coordination of special events that will involve multiple campus and building resources, including university communications, food service, parking, public safety, and custodial services as well as IT, and other partners. This position will focus on working with building users (from both campus and community) to ensure coordinated, seamless use of building spaces and services. This individual will supervise and evaluate the custodian supervisors. They will also will train, supervise, and evaluate 5-8 student building staff for overall prep, setup, and tear down of room bookings and functions in the building. This individual will train, supervise, and evaluate 5-8 student employees at the Mavigation Station (welcome/info desk). This individual will also assist with scheduling and reserving space for the facility. Conducting extensive troubleshooting and oversight will be high, as well as providing top notch customer service.

**Required Qualifications**

Required Education: Bachelor's Degree

Required Experience: One year in customer service related work

**Salary/Wage Info**

\$20.91/hour

**Position Type**

Full Time

**Posting Number Job Title**

2019-00138 **Custodian, M-F, 7am-3:30pm, MBSC**

**Department**

Milo Bail Student Center

**Essential Functions**

This list is meant to be representative, not exhaustive. Clean and restock restrooms on a daily basis. Set and clean meeting rooms, offices, kitchen floors, and entryway door glass, water fountains and vents. Vacuum, dust, empty trash, and perform other cleaning duties to assigned areas on a daily basis.

**Required Qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities. Requires the ability to understand and follow instructions and to perform medium to heavy physical labor, to work effectively on a team and independently, to interact courteously with a variety of people. Criminal background check and drug screen required of successful candidate.

Required Education: High School diploma or an ability to read and follow directions.

**Salary/Wage Info**

\$10.55/hr

**Position Type**

Full Time

**Posting Number Job Title**

2019-00155 **Director of Multicultural Affairs**

**Department**

Multicultural Affairs

**Essential Functions**

The Director of Multicultural Affairs is responsible for the development and provision of programs and services which foster success, satisfaction, and enhancement of the University experience. Particular emphasis is placed on the implementation of a university-wide strategy designed to increase the recruitment, matriculation, support, retention, and ultimate graduation of students designated as underrepresented enrolled at the University of Nebraska at Omaha. The Director will develop long-range strategic planning and program development, including

the assessment of such programs and services, consistent with the mission of UNO. Collaborate and support initiatives within Student Success, to educate and enrich the UNO community to appreciate the importance of building an inclusive, appreciative, and respectful environment. Additionally, the Director will develop and provide programming and services that will support and enhance the academic, social, cultural, emotional, and overall success of students designated as underrepresented as well as the entire UNO student body.

- Develop programs and services designed to increase the recruitment, retention, matriculation, and ultimate graduation of students designated as underrepresented enrolled at UNO. Represent the university both locally and nationally. This includes, but is not limited to assisting with other campus programs which support underrepresented students, visiting area K-12 schools, meet and maintain relationships with community groups, agencies, and individuals to provide information about multicultural recruitment and retention programs, and collaborate with schools and other offices involved with programs to support the needs of under-represented students, to help ensure for only the most positive of experiences.
- Counsel, advise, and consult with students, faculty, staff, and alumni individually and collectively to embrace the importance of building an inclusive, appreciative, and welcoming environment. Act as a student advocate and provide support and guidance to university recognized underrepresented student organizations. Develop and support UNO to be an inclusive university for all students. Act as a resource to help sensitize and educate the UNO campus community to understand/appreciate students from under-represented populations, and their overall benefit to helping all students get a well-rounded education.
- Work on an ongoing basis with departments, such as: Admissions, Financial Support and Services, Counseling and Psychological Services, Academic and Career Development Center, who focus on recruitment, retention, and the success of under-represented students. Serve as liaison with academic departments and colleges, faculty, admissions, development, alumni, and other institutional constituents. Provide ideas and guidance to the university and its initiatives focused on the needs of under-represented students. Assist with other campus programs which support underrepresented students. Oversee Summer Scholars Pre-College Program Mav Scholars retention program. Collaborate with schools and other offices involved with programs to support the needs of under-represented students, to help ensure for only the most positive of experiences. Supervise cultural programming (African American, Native American, Latino/Hispanic, Asian Pacific Islander).
- Manage the outcomes assessment and documentation of UNO student success initiatives. Develop and implement strategic planning for the department. Serve on the Vice Chancellor for Student Success Leadership Team. Serve on various university committees and special projects. This includes being a core member of the Bias Assessment and Response Team (BART) and the Inclusion and Equity Leadership Team.
- Provide direct supervision for full-time staff members: associate directors, assistant directors, retention coordinator, office associate, Native American outreach coordinator, as well as student employees. Supervise department personnel effectively to ensure that programs and services support the campus-wide strategy and the mission of the department. Recruit, train, supervise, and evaluate professional staff members, and a varying number of student employees. Provide leadership and professional development opportunities for staff consistent with professional goals. Prepare and approve all job requisitions prior to submission to Student Success and coordinate all personnel actions with Human Resources.
- Responsible for fiscal management of departmental operating budget including forecasting expenditures and revenues, maintaining records, and linking program objectives and assessment to the annual budget process. Coordinate the preparation of adjustments and supporting documentation for the fiscal year close. Manage and develop the record-keeping practices for the department and for maintaining confidential files.

### ***Required Qualifications***

Required Education: Master's degree in Higher Education, Counseling, Education, MBA or related field

Required Experience:

- Ability to relate to diverse groups of students, faculty, staff, and external constituencies.
- Strong leadership abilities and excellent interpersonal and conflict resolution skills.
- Demonstrated teaching and public speaking ability.
- Team orientation and inclusive philosophy.
- Excellent oral and written communication skills.
- Grant writing experience is a plus.
- Good computer skills/information technology understanding.
- Strong understanding/expertise in working with issues faced by underrepresented students.
- Strong marketing and presentation expertise in employer outreach to national and international organizations.

- An inclusive philosophy in order to support all university students, faculty, and staff.
- Strong organizational skills and exceptional attention to detail.
- Three years of supervisory, administrative & fiscal management/direct budget oversight experience.

**Salary/Wage Info**

NEGOTIABLE

**Position Type**

Full Time

**Posting Number Job Title**

2019T-00117 **Summer Scholars Program - College Peer Mentor**

**Department**

Multicultural Affairs

**Essential Functions**

Summer Scholars Program  
College Peer Mentor

Summer Scholar Program College Peer Mentors (CPM) will provide leadership, guidance, and support to the Summer Scholars Program students through out the 6-week summer program including a 5-day residential stay.

College Peer Mentors promote academic and personal wellness in a multitude of ways. They will serve as a referral resource and will alert Summer Scholars Program professional staff to student concerns that may need additional outreach or intervention. In addition, CPM's prepare, plan, implement, and supervise study group sessions, plan residential activities and assist with the program orientation, recognition banquet and serve as a support staff in other areas as needed.

Specific Responsibilities:

- Serve as a mentor for up to 90 students throughout the the summer program
- Serve as mentor to 7-10 individual students
- Assist in study skills weekly workshop and tutor/ study session with students
- Attend College Peer Mentor Training May 6th-10th
- Attend and lead students during Leadership Day at Carol Joy Holling Camp on Saturday, May 11th
- Supervise students at Scott Residence Hall from Tuesday, May 28th – Saturday, June 1st, CPM's are required to stay overnight during the residential component.
- Attend end of of Semester Recognition Celebration evening of Thursday, June 27th.
- Assist with College 101 seminar, a college prep course, at specified days and times
- Serve as a lead for Career Exploration Days (TBD) and company participants to workshops and sessions throughout the program.
- Implement and support goals, objectives, policies, and procedures of the program and UNO.
- Provide academic and social support through various interactions including: Leadership Day, meeting with individual mentees for one-on-one meetings, engaging with students at community engagement opportunities and success academy events, and facilitating weekly study sessions.
- Help students become familiar with UNO campus resources and services, and make appropriate referrals
- Meet weekly with MCA and SSP staff
- Track interactions with mentees regularly, and report concerns to Summer Scholars Program Staff
- Ensure the safety of program participants. Immediately address inappropriate behavior. Act in compliance with program guidelines and UNO Student Code of Conduct

**Required Qualifications**

Ability to work and serve as role model and mentor to a diverse group of youth in a multicultural setting.

Have reliable transportation.

College Student (Do not need to be enrolled during Summer Sessions)

Must be able commit to position from May-June 2019. If holding other job it must not interfere with program dates and times.

NOTE: This position may also be filled by a Student Worker.

**Salary/Wage Info**

\$10/hr

**Position Type**

Part Time

**Posting Number Job Title****2019-00181 Associate State Director****Department****Nebraska Business Development Center****Essential Functions**

Under direction of the Assistant Dean/State Director, the Associate State Director (ASD) oversees the operational activities of the Small Business Development Center (SBDC) Network across the state of Nebraska. The ASD ensures compliance with all SBDC, U.S. Small Business Administration (SBA), and Association of Small Business Development Centers (ASBDC) regulations, requirements, accreditation and audit standards. The ASD provides continuous process improvement to the statewide network for SBDC consultants and center directors. The ASD is responsible for providing primary direction, guidance and leadership in the area of programs related to the Small Business Development Center (SBDC).

**Required Qualifications**

Master's in Business Administration or a Master's degree in a related field.

**Salary/Wage Info**

85,000

**Position Type**

Full Time

**Posting Number Job Title****2019-00112 Account Representative****Department****Nebraska Business Development Center****Essential Functions**

\* Outside sales position requiring travel to meet face-to-face with potential clients, developing leads and obtaining contracts relating to the services of the NBDC. Works to meet annual goals set for sales revenue and records number of sales calls, sales meetings, proposals and contracts.

\* Networks as needed by attending professional events such as Omaha Organization Development Network, American Society for Training and Development, among others.

\* Assists in identifying instructors and developing content for promotional materials.

\* Identifies potential customers and obtains or creates contact lists to reach them through mail, email, or direct person-to-person contact.

\* Research market for training programs for organizations and their employees. Identifies and designs programs to meet market needs.

\* Uses to salesforce CRM software to enter sales and service activities.

**Required Qualifications**

Bachelor's Degree with three years of sales or consultation experience with demonstrated success.

**Salary/Wage Info**

\$45,000 base, plus commission.

**Position Type**

Full Time

**Posting Number Job Title****2019-00133 PTAC Business Development Specialist****Department****Nebraska Business Development Center****Essential Functions**

The Procurement Technical Assistance Center (PTAC) Business Development Specialist (BDS) develops, organizes, market, and delivers educational and outreach events to eligible entities. Educational events/workshops target businesses that need assistance with identifying, targeting, preparing proposals, submitting proposals,

preparing and submitting performance reports, and collecting payment on government contracts. Assistance is designed to meet requirements of the Defense Logistics Agency, U.S. Department of Defense (DOD) but may include assistance to organizations seeking contracts with other federal agencies and with state and local governments. PTAC BDS is expected to seek and recruit eligible businesses that qualify as Small Businesses, Small Disadvantaged Businesses (SDB), Women-Owned Small Businesses (WOSB), Historically Underutilized Business Zone (HUBZone) Small Business Concerns, Service disabled Veteran-owned Small Businesses, and Historically Black Colleges and Minority Institutions (HBCU/MIs).

**Required Qualifications**

Required Education: Bachelor’s degree in business, management, finance, accounting, marketing, or related field  
 Required Experience: Minimum of two years of experience in procurement policies and contracting, to include experience in procurement strategy development, lending new business opportunities, and creative problem solving skills. Development and delivery of educational workshops within government contracting arena.

**Salary/Wage Info**

60,000

**Position Type**

Full Time

**Posting Number Job Title**

2019-00142 **Assistant Director, Loans**

**Department**

Office of Financial Support/Scholarship

**Essential Functions**

Reporting to the Associate Director, Processing, the Assistant Director for Loans is responsible for administrative oversight and leadership for the Federal Stafford, PLUS and Graduate PLUS Loan programs. Responsibilities include supervision of loan area staff (1 FTE), reconciling funds, in-depth problem analysis and resolution, providing superior customer service, managing the electronic funds transfer process, and ensuring that Federal Stafford funds are awarded and disbursed according to UNO, state and federal guidelines. The Assistant Director is also responsible for administrative oversight and leadership of the private alternative student loan programs. Responsibilities include certifying student eligibility, managing positive relationships with lenders, reconciling funds, and in-depth problem analysis and resolution. This position is responsible for management of the Federal Work-Study Program including collaboration with on- and off-campus employers, including partnering with department business leads, Accounting Services and Human Resources to reconcile funds. The Assistant Director is responsible for the administration and reconciling of funds for the Nebraska Opportunity Grant (NOG), including preparing annual reports. Will also assist the processing area with the following: awarding aid; Return to Title IV (R2T4) calculations and aid adjustments.

**Required Qualifications**

Bachelor’s degree

Minimum 3 years of financial aid or related experience in higher education

**Salary/Wage Info**

\$43,000 minimum

**Position Type**

Full Time

**Posting Number Job Title**

2019T-00101 **Parking Specialist (MO-Thur) 12PM (Noon) -4PM**

**Department**

Parking and Transit Operations

**Essential Functions**

Provide information about parking rules and regulations and campus geography. Operate a windows-based handheld citation writing device with integrated camera to document vehicles in violation. Reserve stalls or lots for special events. Write parking violations for vehicles improperly parked on campus. May be required to operate Parking Services vehicle. Communicate with Parking and Security via two-way radio. May assist in booth attendant position when needed. May be required to work various events outside normal shift at Baxter Arena including concerts and sporting events.

Strong Customer Service experience, punctuality, and reliability required.

**Required Qualifications**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

High School Education or equivalent.

Previous customer service experience. Valid driver's license required. Must successfully complete UNO's background check requirements.

**Salary/Wage Info**

\$10.00 per hour

**Position Type**

Part Time

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**Posting Number Job Title**

2018T-00146 **Flight Simulator Instructor (Part Time), Aviation I** **Public Administration**

**Department**

**Essential Functions**

Conduct FAA pilot certificate training for UNO Aviation Institute Professional Flight students using on-campus Advanced Aviation Training Devices according to supplied lesson plans and FAA regulations. Document training according to FAA and UNO Aviation Institute directives.

**Required Qualifications**

Current FAA Certified Flight Instructor (Single-Engine Land) and Certified Flight Instructor Instrument (CFII). Ability to use UNO Aviation Institute specified training management software.

**Salary/Wage Info**

30

**Position Type**

Part Time

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**Posting Number Job Title**

2019-00148 **Campus Security Officer, Public Safety** **Public Safety**

**Department**

**Essential Functions**

Security/Patrol: Conducts patrol of the University academic buildings, sports arenas, fields, and residence halls, both internal and external, for safety, security and detection of statutory and University policy violations. Performs routine security checks of designated property requiring specialized security attention. Responds to fire alarm calls and belated incidents as assigned. Responds to service related calls as assigned, such as, but not limited to, keys in vehicle, building or room lock outs, parking complaints and escorts. Performs traffic control duties. Provides assistance to officers or other CSO's as needed. Open and closes buildings for special events or irregular classes. Provides security at University sanctioned events.

Community Relations: Makes contacts with students and staff and attends meetings as needed to establish a positive working relationship with the University community. Make contact with housing staff, maintenance, or on call personnel as necessary for dissemination of information resulting from incidents in living units.

Reporting: Prepares concise and accurate reports of their involvement in incidents. Performs other duties as needed.

**Required Qualifications**

High School diploma or equivalency required. Valid Nebraska driver's license required. Minimum age 19 years. Must pass background investigation and polygraph. Must be able to satisfactorily complete CPR, First Aid, AED and PPCT training. Able to stand or walk for extended periods of time, able to respond quickly on foot to emergency situations. Able to work in inclement weather, with some exposure to possible danger or trouble. Requires ability to deal effectively with others and to act tactfully in a variety of situations and effectively communicate, both verbally and in writing. Must have basic user computer skills.

**Salary/Wage Info**

14.572/hr

**Position Type**

Full Time

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**Posting Number Job Title**

2019-00175 **Administrative Technician I, Service Learning Ac** **Service Learning Academy**

**Department**



**Essential Functions**

Manage Service Learning Academy office functions-communication with Academy staff, faculty, community partners, website maintenance, record-keeping. Correspondence, purchasing of equipment and supplies. Manage budgets and accounts for the Service Learning Academy. This includes state, grant and NU Foundation accounts. Provide budget reports to the Director. Ensure timely payments to all vendors, faculty, and staff for travel reimbursement. Advise Director of any budgetary problems as necessary. Manage timelines for projects and on-going training supported by the Service Learning Academy, including Service Learning 101, the P-16 Service Learning Seminars, and any other workshops offered. Assist in recruitment and supervision of student workers; assist in timely completion of personnel documentation, define and assign tasks; evaluate student workers for retention and salary modification. Coordinate professional travel for staff, faculty, and students making conference presentations on behalf of the Service Learning Academy. Assist in production of reports and publications.

**Required Qualifications**

High school education or equivalent. Four years experience working in an office environment.

Strong interpersonal communication skills with diverse audiences.

Will consider a combination of education and experience.

**Salary/Wage Info**

\$16.70 per hour

**Position Type**

Full Time

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**Posting Number Job Title**

2018-00374

**Maintenance Assistant, Housing and Residence L Student Services**

**Department**

**Essential Functions**

Working in a team environment and reporting to the maintenance and facilities manager, the maintenance assistant will perform plumbing, painting, carpentry, and electrical repairs. Inspect residential facilities as it relates to general maintenance, fire, and safety conditions making necessary repairs and/or reports to direct supervisor. Maintain, repair, and clean tools, equipment, and work areas. Respond to emergency calls to repair or determine necessary action to repair action required to resume normal operations. It is essential that applicants have a professional and friendly demeanor.

**Required Qualifications**

High School Education or Equivalent

Valid Driver's License

Three years of skilled construction, maintenance, repair of facilities and building experience.

**Salary/Wage Info**

\$18.75

**Position Type**

Full Time

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**Posting Number Job Title**

2018-00248

**Assistant Director, Outdoor Programs**

**Department**

Student Services

**Essential Functions**

This position provides leadership and performs organizational duties to assure the successful operation of a comprehensive collegiate Outdoor Recreation program. This Assistant Director is to conduct activity programming; personnel recruitment, hiring, training, and evaluating graduate and undergraduate personnel; student development and assessment; budget development and administration; interpretation and application of university policies and procedures; collaboration with colleges and departments throughout Academic and Student Affairs, Athletics, and Business and Finance; and participation in and promotion of Campus Recreation and Wellness Subdivision programs, activities, and events. Coordinate and oversee facility related problems and repairs with the Associate Director of Facilities. Provide Leadership for Campus Recreation student staff and assist in the development of opportunities for student success.

**Required Qualifications**

Required Education:

- Bachelor’s degree in Recreation, Physical Education, Sports Management, Student Affairs or related field.

Required Experience:

- One year full-time, administrative experience in outdoor recreation (NOTE: 2 years Graduate Assistantship = 1 year full-time experience.)
- Demonstrated leadership experience in outdoor pursuits activities (i.e. backpacking, climbing, paddling)
- Previous experience in a supervisory or administrative capacity with climbing walls.
- Experience with outdoor program equipment rental, maintenance and purchasing.
- Familiarity with liability and risk management in outdoor programs and services.
- Ability to develop student leaders in program and service areas.

Required License/Certification:

- Minimum: Wilderness First Aid and Adult CPR Certification or equivalent.
- American Red Cross Instructor Certification or the ability to get it shortly after being hired.

Application Requirements:

Each applicant should submit a cover letter and resume with references in their application.

Applicants asked to interview will be asked for a trip log as well.

**Salary/Wage Info**

Commensurate with experience

**Position Type**

Full Time

**Posting Number Job Title**

2018-00252

**Admissions Representative, Undergraduate Adm**

**Department**

Undergraduate Admissions

**Essential Functions**

The Admissions Representative serves as a member of the Admissions Team managing a recruitment territory to assist in achieving enrollment goals for the institution. The Admission Representative initiates, develops and maintains personal contact with qualified prospective students and related public constituencies throughout the recruitment process. The Admissions Representative is the face and image of the University for undergraduate student audiences. Act as a member of a team that is responsible for the development and implementation of marketing and communication strategies specific to student recruitment in our targeted and general markets. The Admissions Representative will maintain appropriate admissions and advising data for students in assigned region and will facilitate the admission and enrollment to UNO or convey the appropriate information to the designated area. They will analyze the specific recruiting strategies necessary to locate the best-qualified students in the area, consistent with the goals of the University. The recruiting strategies executed by the Admissions Representative will require an understanding of the University’s commitment to increasing the number of qualified students and diverse populations on the UNO campus. The Admissions Representative will manage their specific territory with annual recruitment goals and targets, in accordance with the institutional enrollment and recruitment plans. Initiate, develop and maintain positive relationships with secondary schools, community colleges, four-year institutions and agencies related to the recruitment of qualified students. Serve as liaison with and advocate for the participation of alumni and other interested community members in the recruitment process. Adhere to institutional policies and procedures regarding travel and other requirements. Support the overall goals of the Admissions Office and the Division of Enrollment Management with other duties as assigned.

**Required Qualifications**

Required Education: Bachelor's degree

Valid driver's license.

**Salary/Wage Info**

\$31,000-\$36,000

**Position Type**

Full Time