



The University of Nebraska at Omaha is seeking an Office Associate

Responsibilities are to provide administrative support to non-academic professional staff, including: Emergency Management and Disaster Science and Professional Programs.

Duties include support of school-wide admissions and enrollment processes, SPA office coverage, assist with events, special projects, appointments, correspondence, data compilation and records maintenance. May perform duties of a sensitive and confidential nature. Requires use of independent judgment and knowledge of the department, college and university policies. Will frequently assist students, public (community, outside reviewers, parents, visitors, etc.), and especially professional staff within the School of Public Administration.

Required Qualifications:

- Associate's Degree
- Microsoft Suite (especially Excel, Word, and PowerPoint)

Salary Information: \$17.45-\$21.83

For more information please contact unohr@unomaha.edu

To apply, please visit: <http://unomaha.peopleadmin.com/postings/8518>

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