POSITION ANNOUNCEMENT

Administrative Coordinator (Staff)
Department of Nutrition and Health Sciences
University of Nebraska-Lincoln

The Department of Nutrition and Health Sciences at the University of Nebraska-Lincoln is seeking to fill a full-time Administrative Coordinator

Description of the Work:
Provide assistance to program administration for the UNL Nebraska Center for the Prevention of Obesity Diseases (NPOD) through Dietary Molecules. Serve as point-of-contact for a complex multi-million dollar grant budget with multiple institutions. Work in tandem with CEHS Business Center grants specialist to monitor center budgets and spending. Responsible for communication with CEHS grants specialist, UNL and UNMC functional and administrative offices, external advisory committee, project leaders, core director, visiting speakers, and center members.

Duties include working with the center director/grants specialist in preparing special reports, an annual progress report, in addition to assisting with new and renewal federal grant applications. Plan, coordinate, and administrate special events and programs including an annual review, symposium, seminar series, monthly meetings, visiting professor program, and pilot and seed project programs. Assist the Center Director with travel arrangements. Assist with establishing new faculty and staff positions and searches. Update and maintain websites.

The University of Nebraska-Lincoln seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse populations we serve. The university fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential.

Minimum Required Qualifications:
Bachelor’s degree plus two (2) years of experience in a university setting with knowledge of policies and procedures. Experience in large grant administration. Strong working knowledge in preparing and monitoring federal research proposals and budgets. Working knowledge of university business and HR policies and allowable federal spending. Proven track record of successful event planning. Working knowledge of PC based computer skills including word processing and spreadsheets required. Excellent organizational and communication skills.

Preferred Qualifications:

To view details of the position and apply, go to, https://employment.unl.edu/postings/66816

Review of applications will begin October 23, 2019 and continue until the position is filled or the search is closed.

As an EO/AA employer, qualified applicants are considered for employment without regard to race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status and/or political affiliation. See http://www.unl.edu/equity/notice-nondiscrimination.