

Student Services Associate
Department of Nutrition and Health Sciences
University of Nebraska-Lincoln

Provide support, anticipate student and faculty needs, gather information, consider implications and evaluate priorities regarding class scheduling, and student registration needs for the Department of Nutrition and Health Sciences. Responsible for class scheduling, curriculum paperwork processing, student registration questions and problem solving. Oversee registration and enrollment providing administrators, advisors and students with guidance, communicating information and working with them to solve problems related to the department. Contribute to the quality of students learning experience and their academic success.

Provide a wide range of support to department faculty. Facilitate curriculum processes, participate in development, promotion, and coordination of student programs. Provide program oversight on course prerequisites and sequencing and forecast section and enrollment needs. Prepare and provide department enrollment data for administrative use. Interact daily with faculty and students, as well as other university representatives (bookstore, registrar, evaluation kit manager). Work with accredited healthcare programs, e.g., dietetics, athletic training, and related programs. Ensure websites and other advertising about undergraduate programs are accurate. Ability to keep material/information confidential when needed.

Criminal history background check will be conducted. Excellent benefits including staff/dependent scholarship program. Applicant review begins **October 22**. View requisition **S_241035** at <http://employment.unl.edu> for details and apply at this direct link: <https://employment.unl.edu/postings/78358>

The University of Nebraska-Lincoln is an EO/AA employer and encourages minorities, women, veterans, and individuals with disabilities to apply.