

Nebraska Academy of Sciences, Inc. (NAS) Executive Secretary

Description of Work

The Executive Secretary works closely with the NAS Executive Committee, and is both critical and essential to the core functions of NAS, its division the Nebraska Association of Teachers of Science (NATS), and its affiliate the Nebraska Junior Academy of Science (NJAS, Junior Academy). This position is responsible for the daily operations of the Nebraska Academy of Sciences (NAS) and the primary duties are to manage the business operations of NAS and NATS, to support event planning and execution of the annual NAS and NATS conferences, and to help produce and disseminate membership communications through a combination of web and print.

NAS seeks to attract and retain a high performing individual to work in an environment where the employee's and member differences are respected and valued to better meet the varying needs of the diverse populations we serve. NAS fosters a diverse and inclusive work environment that promotes collaboration so that all individuals are able to participate and contribute to their full potential. 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: https://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

Minimum Required Qualifications

Bachelor's degree with coursework in finance and/or accounting. Additionally, 2 years experience with demonstrated experience in accounting, demonstrated experience in leading or participating in event planning and communications, and proficiency in Microsoft Office. Must be able to effectively communicate in person, through digital means, and by other communication mediums. Must have strong organizational skills, the ability to prioritize work, and to work with minimal supervision.

Preferred Qualifications:

Bachelor's degree in finance, accounting, or related field preferred. Experience managing web site content and electronic communications. Experience with social media tools (i.e. Facebook, Twitter, blogs and related media) for use in strategic marketing.

Job Type: Part-Time (30 hours/week)

Salary: \$19 -22/hr. (\$29,640 - \$34,320/yr)

Criminal History background Check Required: Yes

Application review Date: Begins 11-27-2017 until the position is filled.

How to Apply: Send an e-mail to kvandijk2@unl.edu with "NAS position" in the subject line. Included should be a cover letter that gives a detailed account of how your academic training and experiences make you a good fit for the position, and a resume. Also provide the names and contact information for 3 references who have agreed to serve as a reference for you.