Attachment II

UNMC FWS External Employer Position Description

1. **Position Title:** Committee Support Assistant

2. **Brief Description of Duties:**

   Provide logistical and technical support for assigned NALHD board of directors’ committees, primarily via distance platforms (web or conference call). Duties may include:

   - Schedule and promote assigned committee meetings
   - Overse GoToMeeting set-up for each meeting
   - Administer distance platform for each meeting
   - Take meeting minutes
   - Follow-up on committee tasks, as assigned. These tasks may include research into best practices, seeking available data on a given topic, literature reviews, designing and administering surveys for NALHD members, etc.
   - Other duties as assigned and as time allows

3. **Qualifications & Skills (indicate preferred or required):**

   - Excellent interpersonal communication and organizational skills
   - Exceptional professionalism
   - Superior writing skills
   - Skilled user of Microsoft Word and Excel
   - Proficiency with online webinar platforms, specifically GoToMeeting preferred
   - Experience with Survey Monkey, Dropbox, Wiggio and Wufoo preferred
   - Basic web design and maintenance knowledge also a plus

4. **Rate of pay per hour** $12/hr. (must meet or exceed $10/hr)

5. **Preferred working days & times, if applicable:** Student will telecommute. Committee calls will be during business hours, M-F. Otherwise, student may work flexible hours on other tasks.

6. **Application instructions (which documents would you like, and to whom should they be sent):** Send resume to Executive Director

7. **Contact for this position:**

   Susan Bockrath, Executive Director
   2130 Sheridan Boulevard
   Lincoln, NE 68502
   402-326-3400
   susanbockrath@nalhd.org

Approved 2/18/15