

**Department of Academic Affairs, iEXCEL**

**Student or Other Hourly Worker Position:  
iEXCEL Community & Business Engagement/Administration**

This position is primarily dedicated to assisting the iEXCEL team with the day-to-day requirements of the Community and Business Engagement team. This position will be working in a professional office setting as well as interacting with other members of the iEXCEL Visualization and Simulation teams. The individual may also be involved with setting up and supporting events as well as speaking to faculty, students and tour groups. This position will work closely with the entire iEXCEL team and report directly to the Director of Community and Business Engagement.

**Job Duties Include the Following**

- Help staff the lobby desk of the Davis Global Center on UNMC campus
- Interact with and provide directions to visitors, general customer support, assist with daily operations
- Support communications and outreach team through tour, event and production support and logistics
- Assist marketing and media team with photography, videography and photo/video storage management
- Aid with internal and external communications using programs like Constant Contact
- Draft and/or edit correspondence and reports; organize data, customer relations management programs
- Engage in social media across all platforms, plan and post content, track outcomes and results
- Assist with preparing for Work Group, Committee and Board meetings, preparation, meeting support
- Monitor inventory of office supplies and promotional items
- Use the Rendezvous scheduling system to assist in the reservation of rooms and equipment for simulation
- Other administrative and office duties as assigned

**What We Expect From You**

- **Time** commitment of a maximum 20 hours per week (up to 40 hours during the Summer)
- **Dedication** to producing a timely, high quality product and working cooperatively with others to accomplish goals
- **Ability** to interact with faculty, staff, students, partners, and community members in a professional manner
- **Ability** to learn new ideas and skills quickly, and to apply those skills to new projects
- **Accountability** to the Director or Community and Business Engagement - iEXCEL

**Minimum Qualifications**

- Software skills: Microsoft Office Suite (required)
- Other skills: customer service, self-starter, positive attitude, team player, writing and redacting skills
- Enrollment in a University of Nebraska (any campus) undergraduate or graduate program
- Excellent oral and written communication skills

**Preferred Skills**

- Adobe Creative Suite (desirable)
- Interest in clinical quality and safety initiatives to enhance the delivery of patient care

**Compensation**

- Pay Rate: \$13.00 per hour

**Experience the Student Will Gain From Being Part of the iEXCEL Team**

- Working within a professional academic/business environment
- Integrating knowledge and exercising critical thinking skills, while comprehending common concepts across different academic and clinical areas.
- Organizing and presenting data and information in a visually-appealing format to a variety of audiences

**To Apply:** Send a cover letter and resume via email to Meg Davis, Personnel Action Coordinator, at [megan.davis@unmc.edu](mailto:megan.davis@unmc.edu)