2200 North 33rd Street * PO Box 30370 * Lincoln, NE 68503-0370 * Phone: 402-471-0641 * Fax: 402-471-5528

JOB VACANCY ANNOUNCEMENT
Advertised to Employees and Public

LOCATION	TITLE	SALARY
4703 North 44th	**Temporary Staff Assistant I**	**$14.194/Hour**
Lincoln, NE	**Communications Division**	**Position #07130**

Application Deadline: September 8, 2015

Job Duties: Oversee and assist with components of the Outdoor Education Skills and Outreach programs. Organize, restock, purchase and distribute educational program kits. Communicate with Outdoor Education program team and partners. Oversee statewide educational programs reservation and use via Google Doc program. Work alongside Outdoor Education staff as they plan for, prepare, and teach hands-on outdoor education programs and community events. Contact instructors and partners to determine program needs. Lead or assist in processing instructor contracts, reimbursements, evaluations, reporting forms, and maintain files and records. Prepare trainings, lesson binders and other needed media components. Attend instructor trainings. Market and present programs at local and statewide events. Perform related work as required.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of record keeping. Basic understanding of outdoor skills. Strong and effective communication skills. Working knowledge of Microsoft Word, Excel and Access. Ability to adjust to change in a fast paced, constantly changing environment. Ability to communicate face to face and over the phone with agency partners and instructors. Enjoy working with youth of all ages. Comfortable working in all weather conditions.

Requirements: Coursework/training in administrative/office support functions, procedures, and methods including the operation of personal computers and office equipment; research; or areas related to the programs and functions of the employing agency. OR Experience in performing administrative/office/secretarial support work including use of personal computers and office equipment. Must be 18 years of age and have valid driver's licenses.
Prefer: Associates or Bachelors in an education or related field. Experience or education in outdoor activities. Plus some teaching experience and/or experience developing educational programs. Occasional evening and weekend work. Willingness to be flexible and adapt to the needs of the program and participants.

TO APPLY: Apply on line at **statejobs.nebraska.gov**. Applications must be entered on or before the application deadline to be considered.