



Nebraska State Fair & Aksarben Stock Show
Administrative Assist to the Executive Director
As of March 7th, 2025



I. OVERVIEW

The Administrative Assistant to the Executive Director provides high-level administrative support, ensuring smooth day-to-day operations. This role requires an independent, detail-oriented, and personable professional who can handle clerical tasks, communication, and organizational support while helping foster a positive work culture for a staff team of 17-20 FTE and seasonal influx of PTE/Contract Employees.

The compilation of Duties listed below makes up at least 85% of the position, no more than 15% of other functions are included in "OTHER DUTIES AS ASSIGNED." All duties below are essential functions unless otherwise indicated.

A. Essential Duties and Responsibilities include the following (Other duties may be assigned):

- a. Provide administrative support to the Executive Director, managing schedules, emails, meeting invitations, Zoom meetings schedule, and correspondence.
- b. Organize and maintain filing systems, including aged records.
- c. Filter and respond to basic inquiries via email and phone professionally.
- d. Format and design letters, reports, and informational materials.
- e. Assist in planning and coordinating small team-building activities and celebrations.
- f. Ensure accuracy in written communication, including grammar and formatting.
- g. Maintain confidentiality and discretion when handling sensitive information.
- h. Utilize office software and tools efficiently to complete tasks.
- i. Perform other duties as assigned to support the Executive Director and team.

B. Qualifications and Skills:

- a. Proven experience in administrative support or a related role.
- b. Proficiency in Microsoft Office Suite, Google Workspace, and basic design tools (e.g., Canva, Adobe Acrobat).
- c. Strong written and verbal communication skills.
- d. Effective interpersonal skills with the flexibility to adapt to various communication styles and workplace dynamics.
- e. Excellent organizational skills with attention to detail.
- f. Ability to work independently and prioritize tasks effectively.
- g. Professional demeanor with strong interpersonal skills.
- h. Experience with event coordination or team-building initiatives is a plus.

C. Additional Skills and Traits:

- a. Strong Problem-Solving Abilities – Capable of addressing challenges and finding solutions independently.
- b. Confidentiality & Discretion – Comfortable handling sensitive information professionally.
- c. Excellent Time Management – Ability to prioritize tasks effectively in a part-time role.
- d. Event Coordination – Experience planning small team-building activities and celebrations.

- e. Customer Service Mindset – Friendly and professional demeanor when engaging with internal and external stakeholders.
- f. Adaptability & Initiative – Ability to anticipate needs and proactively assist.
- g. Light Project Management – Capable of tracking deadlines and ensuring follow-ups.

II. OTHER DUTIES AS ASSIGNED

- a. Other duties will be identified as the Position evolves.
- b. Works in office Part-time located in Grand Island, NE.

III. EDUCATION & EXPERIENCE & STRENGTHS

A. Education:

- a. Associate’s or Bachelor’s degree in Business Administration, Communications, Office Management, or a related field (preferred, but not required).
- b. Relevant certifications (e.g., Certified Administrative Professional (CAP), Microsoft Office Specialist) are a plus, but not required.
- c. Equivalent experience in administrative support can substitute for formal education.

B. Experience:

- a. 2–5 years’ experience in administrative, executive assistant, or office management role.
- b. Experience handling confidential information with discretion.
- c. Proven ability to work independently and manage multiple priorities efficiently.

C. Strengths Valuable to This Role:

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|-------------------|------------------|
| a. Achiever | e. Relator |
| b. Responsibility | f. Harmony |
| c. Discipline | g. Arranger |
| d. Adaptability | h. Connectedness |

IV. ACCOUNTABILITY

This position is accountable to the Executive Director and Communicating/working together with the Nebraska State Fair Staff Team.

V. INDEPENDENCE OF ACTION

This position works within established Nebraska State Fair guidelines and policies. This position operates with leadership from the Executive Director and works independently to organize and prioritize duties to meet deadlines and expectations.

VI. WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in a fast-paced environment. Physical requirements include the ability to sit, stand, reach, bend, manipulate folders and papers, lift items (up to 40#), and operate office equipment in the performance of duties.

The incumbent may be required to work long days and long hours prior to and during the State Fair and is prepared to work at least a 14-day consecutive workday period if warranted prior.