

With the arrival of springtime, PolicyTalk has come out of its winter hibernation with four items:

**1. New Location**

The University of Nebraska Public Policy Center has moved. Our new office is located at 215 Centennial Mall South, Suite 401, Lincoln, NE 68588-0228. Phone number, fax, and email addresses all remain the same. Stop by and visit if you are in the neighborhood!

**2. Anniversary Celebration**

We will be celebrating our 10 year anniversary in the fall. Mark your calendars and save the date for the Center's celebration, Friday, September 26 or October 3rd from 4-7pm at the Center. The specific date and more information to come later.

**3. Employment Opportunity**

The PPC is looking for a new staff assistant. If you are the kind of person who thrives in a fast-paced and challenging environment or know someone who fits the description, see the job announcement below.

**4. Lincoln City Budget**

The PPC is spearheading the public's involvement in the City's budgeting process for 2008-09. Mayor Chris Beutler's "PRIORITY LINCOLN – We're listening" initiative is intended to bring the voice of residents into the complex decisions that need to be made by the City as it decides how to allocate its funds for the next year. A random digit dial survey of 600+ Lincoln residents has been completed, and the Lincoln Journal Star will be offering the public a chance to respond to a related online survey (both surveys developed by the Public Policy Center). For more information and links to the survey, visit

[http://ppc.nebraska.edu/program\\_areas/documents/LincolnBudget.htm](http://ppc.nebraska.edu/program_areas/documents/LincolnBudget.htm).

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Please pass along PolicyTalk to anyone you think would be interested in receiving this. To sign up for PolicyTalk emails or to view previous emails, go to [http://ppc.nebraska.edu/about\\_us/policy\\_talk.html](http://ppc.nebraska.edu/about_us/policy_talk.html). Also, let me know of any suggestions you have for PolicyTalk matters.

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**STAFF ASSISTANT**  
**NU Public Policy Center**  
Requisition #080259

The University of Nebraska Public Policy Center is seeking an experienced support professional to provide diverse and complex financial and administrative support and coordination for engagement-focused public policy projects impacting local, state and federal governments.

**Job Summary**

Responsible for assisting with business operations including preparing, monitoring, and reconciling project budgets and accounts, tracking expenditures, creating reports, and assisting in proposal development. Provide

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project administrative support, including planning and coordinating project activities, communications, meetings, and travel. Further description of work is available at <http://employment.unl.edu>.

**Qualifications**

Associates degree plus four years relevant experience providing financial and/or project support and coordination or equivalency. Strong computer skills using spreadsheets, word processing, e-mail, and Internet essential. Bachelor's preferred. Experience creating and monitoring budgets and providing complex project support preferred. SAP and database knowledge/experience preferred. Knowledge and experience in accounting and GAAP principles desired. Excellent customer service, verbal and written communication, interpersonal, organizational, analytical, and problem solving skills preferred.

**Apply at <http://employment.unl.edu>.** *Application review will begin April 11.* Position is open until filled. Criminal history background check will be conducted. Position is grant funded with excellent benefits including staff/dependent scholarship program. UNL is committed to EEO/AA and ADA/504. If you require accommodation, please call (402) 472-2120.