

Advisory Council Recorder  
Job Description

Rate: \$27.00/hr.  
Opening Date: September 26, 2022  
Closing Date: October 31, 2022  
Job Type: Contract, part-time  
Location: Lincoln  
Department: Nebraska Department of Education (NDE), Nebraska VR

Description: Provide in-person and remote administrative and operational support for three Nebraska Vocational Rehabilitation (VR) advisory councils:

- State Rehabilitation Council (SRC), 20-35 hrs./yr. Meets in February, May, August, and October.
- Assistive Technology Partnership (ATP) Advisory Council, 10-25 hrs./yr. Meets in January and September.
- Brain Injury Advisory Council (BIAC), 20-35 hrs./yr. Meets in March, June, September, and December.

Examples of Work:

Maintain council membership rosters and contact information

- Contact members via email or telephone to remind them of reporting and other deadlines
- Work with NDE staff to post meetings and events to website calendars
- Draft agendas, complete conference event forms, committee lists, member appointment letters and other documents
- Coordinate with NDE to order supplies and printing (notebooks, paper, folders, reports, etc.)
- Prepare new member notebooks, keep files on council applicants
- Coordinate and schedule council applicant interviews and new member photos
- Schedule or coordinate conference calls, in-person, and virtual meetings
- Attend in-person meetings held in Lincoln, NE
- Meet with council executive committees
- Mail and/or email meeting agendas and reports to council membership
- Work with NDE staff to arrange hotel reservations for out-of-town council members – Advisory Council Recorder makes hotel reservations
- For in-person meetings, arrange local meeting space, seating, tables, lunch delivery
- Coordinate with NDE to print meeting materials and deliver them to meeting site
- Take and prepare meeting minutes for council review and approval, disseminate approved minutes
- Complete expense reimbursement forms for council members, collect receipts and signatures for submission to NDE
- Coordinate with NDE staff on public notices as requested
- Other duties as requested

Qualifications:

- Experience with advisory councils or boards and experience with Roberts Rules of Order preferred
- Must use own equipment and internet service (laptop, printer, scanner) as these will not be provided

Knowledge, Skills, and Abilities:

- Excellent communication, typing and computer skills
- Ability to capture and summarize meeting notes from discussions involving 25 or more individuals

Send resume to: Tobias Orr, Director – ATP via email to [tobias.orr@nebraska.gov](mailto:tobias.orr@nebraska.gov) or fax to (402) 471-6052.