WORKFORCE PROGRAM SPECIALIST

Job Overview
The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of program specialist to assist leadership with community and research activities of the Workforce Planning and Development unit. The program specialist will work on activities such as tracking and increasing articulation of early childhood career pathways across institutions. This position requires the ability to work in a fast-paced environment, managing multiple priorities and working well under pressure with strict deadlines and the ability to juggle tasks in a busy, deadline-oriented environment.

The Buffett Institute has two signature programs, and the Workforce Planning and Development unit leads one of those programs with a goal of ensuring skilled, informed, and diverse early childhood professionals across all settings for all children. The unit and this position will help the Buffett Institute realize its vision of making Nebraska the best place in the nation to be a baby.

Buffett Early Childhood Institute Profile
Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Institute (https://buffettinstitute.nebraska.edu) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them.

Applicants should note that the goals of the Institute are university-, state-, and nation-wide, but the location of the Institute administration office is in Omaha. The position will work primarily out of the Omaha office. Regular hours at the Institute and for this position are Monday through Friday, 8 a.m. to 5 p.m., with some evening and weekend assistance when events occur outside of normal work hours. This position may also require some travel.

Job Responsibilities
This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related duties as requested.

Program Coordination (70%)
- Assist unit leaders with establishment and maintenance of meaningful, mutually beneficial relationships between the institute program area and community stakeholders and partners.
- Under supervision of the director, track early childhood career pathways across the state, work with
institutions of higher education to align early childhood competencies to degrees and coursework and increase alignment of pathways.

- Contribute to the qualifications area within the unit, including but not limited to synthesizing literature, preparing presentations, documentation of efforts, and grant-writing.
- Represent the unit at meetings with external partners (e.g., state agencies) as assigned by the director.

**Community Engagement (15%)**

- Collaborate with the unit to build community partnerships under direction of the senior program specialist.
- Occasional travel in-state to meet with external partners.

**Research Support (15%)**

- Collaboration with unit leaders to prepare evidence-based program area materials including literature reviews and reports and conduct dissemination activities.
- Create and maintain a database of program area resources including new research and program information from national sources.

**Minimum Qualifications**

- Bachelor’s degree and five years of experience or master’s degree and three years of experience
- Work experience should include:
  - Interaction with higher education institutions including community colleges
  - Understanding of postsecondary educational opportunities and student matriculation data
  - Pathway and barrier analysis to include qualitative research

**Preferred Qualifications**

- Knowledge of early childhood competencies in Nebraska and nation
- Knowledge of early childhood career pathway efforts across the nation
- Experience with grant writing
- Early childhood teaching experience (birth through Grade 3)
- Demonstrated skill completing long-term projects

An equivalent combination of education and experience from which comparable knowledge and abilities has been acquired may be considered.

**How to Apply**

Applications are processed through the online job posting at [https://careers.nebraska.edu](https://careers.nebraska.edu). Follow instructions to complete the standard application. Along with your application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. The University of Nebraska is an Equal Opportunity/Affirmative Action employer. All qualified applicants will
receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation, or protected veteran status.

ADDENDUM FOR WORKFORCE PROGRAM SPECIALIST

Competencies
Nature/Complexity of Work
Attention to detail, accuracy, and proficient written and oral communication skills, adept with computer technology, able to demonstrate effective time management skills; ability to integrate and synthesize information, possess initiative, good follow-through and ability to work without close supervision.

Problem Solving/Decision Making
Problem-solving and appropriate decision-making will be required as an element of this position.

Strategic Input
This individual is always required to be proficient and conscientious when representing the Buffett Institute and the university.

Know-How
This position demands the ability to take initiative, operate independently, and thrive in a fast-paced and multi-tasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality.

Technical Skills
This position demands limited technology proficiency. Proficiency using Microsoft Word, Excel, PowerPoint, and Outlook is preferred.

Interactions
Individual will be part of the collaborative team and will need to have the interpersonal skills and confidence to develop relationships across the state. Individual will demonstrate respect for community culture and be responsive to community priorities.

Supervision
This position exercises no direct supervision over others.
This position reports to the director of Workforce Planning and Development.

General Information:
Job Family: Education and Outreach
Job Code: 49263300
Salary Range: E025
FLSA: Exempt
Position Number: 136
Org. Unit Number: 50008150 (BECI)
Date of Last Update: 12/18/2020 Sheryl Gartner, UNCA Director of Human Resources
Physical Requirements and Work Conditions
The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit, and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry, or move up to 15 pounds. The employee is required to occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.