

PROFESSIONAL LEARNING SPECIALIST

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Professional Learning Specialist. Reporting to the Associate Director of Professional Learning, this individual will design and deliver online and in-person professional learning experiences that support early childhood educators and leaders in promoting equity, quality, and continuity in early care and education, birth through Grade 3. This includes leading live professional learning sessions, creating multimedia online learning resources, and facilitating collaboration among professionals in person and in the digital space. The goal of these initiatives is to enhance the knowledge, skills, and well-being of early childhood professionals in ways that increase opportunity to learn and reduce opportunity gaps among young children in Nebraska and beyond.

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 Early Childhood Institute 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. The 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- and state-wide, but the location of the Institute administration is at the University of Nebraska at Omaha (UNO).

Job Responsibilities

In addition to periodic unique tasks, the following describes major responsibilities:

- Coordinate with internal and external partners to identify the educational needs, the content, and the facilitators for professional learning events, ensuring alignment with other professional learning initiatives.
- Design and oversee an online learning management system and related learning technology platforms.
- Create and maintain online and in-person collaborative learning spaces that support communities of practice and promote sharing of ideas and resources.
- Transform research-based content into exceptional interactive learning experiences that enhance the quality of early care and education—whether delivered live, virtually, through self-paced e-learning, or a combination of both.
- Stay abreast of research and trends involving learning science, adult learning theory, professional development, and educator training.
- Contribute to the development of documents and materials to support professional learning for early childhood professionals.
- Collaborate with staff from Communications and Marketing to promote professional learning opportunities and develop supporting materials.

- Support internal professional learning initiatives, building capacity of Institute staff to apply insights from research, practice, and policy.

Minimum Requirements

Bachelor's degree and five years of experience in:

- Working with children ages birth through age 8 and their families
- Designing and delivering instruction in an online learning management system
- Facilitating engaging professional learning experiences for educators both online and in person
- Working with racial, cultural, linguistic, and economic diversity

Preferred Qualifications

- Education in early childhood or elementary education, child development
- Master's degree
- Proficiency in Spanish
- Experience as an instructional coach
- Experience designing and delivering instruction in an online learning management system to educators

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

How to Apply

Application review begins immediately and continues until position is filled. Applications processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the applicant profile. Along with the application, attach a cover letter, vita, and contact information for three professional references. Salary commensurate with experience.

Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-3701. **The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**

ADDENDUM FOR EDUCATION PROFESSIONAL LEARNING SPECIALIST

Competencies

Nature/Complexity of Work

This employee must exhibit strong initiative, follow-through, and ability to work without supervision; high degree of flexibility and openness to change; ability to work collaboratively and build relationships with many partners, digitally and in person; ability to integrate and synthesize information; excellent communication skills, including spoken and written communications; and knowledge of principles and methods for curriculum development and instruction using applied distance learning technology and methodology.

Problem Solving/Decision Making

Strong analytical, problem-solving, decision-making, and multi-tasking skills are required. This position requires the ability to quickly adapt content and delivery methods to meet stakeholders' needs while still meeting broad learning objectives. This employee must collect, compile, and analyze information to

draw conclusions and make recommendations. Requires independent judgment and self-direction to complete tasks, prioritize work, and determine the tools and approach to be used.

Strategic Input

This individual is required to be proficient and conscientious when representing the Buffett Institute at all times. Any errors reflect unfavorably on the individual, the Institute, and potentially the university as a whole. Review is required by Institute leadership before information is released by this position. Individual is accountable for taking appropriate steps to correct any errors.

Know-How

The position requires the ability to design professional learning experiences for diverse audiences using a variety of learning modalities. Knowledge of principles and methods for curriculum and training design, teaching, and instruction for individuals and groups, and the measurement of training outcomes is also required. The employee must be detail-oriented and accurate; able to prioritize effectively, multi-task, and quickly respond to shifting priorities; possess strong research skills, including the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; and have a willingness to learn and utilize new technologies and train others when needed.

Technical Skills

This position requires strong technological proficiency in computer-based training software and a willingness to learn and utilize new technologies related to visual presentations, online learning management, and virtual collaboration. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook is also required. Knowledge of desktop publishing software and imaging software preferred.

Interactions

Relationships with various entities both internal and external to the university are involved. Employee will work extensively with staff at the Buffett Institute, external partners, and with NU central administration and campuses. Employee must have the ability to work collaboratively and independently in a complex environment. Employee is required to have excellent interpersonal skills with the ability to explain orally and in written communication diverse technical topics in easy-to-understand language to create and nurture a professional community of adult learners.

Supervision

This position exercises project-specific supervision for colleagues but no direct supervision over other employees within the Buffett Institute. This position receives direct supervision from the Director of Professional Learning.

General Information

Job Family: Education & Outreach

Job Code: 49263303

Salary Range: EO24

FLSA: Exempt

Position Number: 539

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 05/11/2021 by Sheryl Gartner, Director HR

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.