

## PROJECT MANAGER

### Job Overview

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Project Manager to plan, manage, monitor, and report on Preschool Development Grant projects and activities. This grant, subject to availability of federal funds for three years, supports the alignment of Nebraska's early care and education system with a priority on providing equitable access to quality programs for all children and families.

### 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 (<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. 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-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

### 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 instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

- Manage all project phases, including initiation, planning, execution, monitoring, control, and closure.
- Define requirements, resources, and schedule for project implementation to deliver project deliverables and meet project goals and milestones.
- Maintain project documentation, organization, and review processes for deliverables.
- Create, manage, and track project activities, output, and plans, including but not limited to project plans, charters, schedules, cost estimates, risk/issue logs, change management requests, and status reports.
- Manage and track project assignments and activities to ensure deadlines are met and stakeholders are informed of progress.
- Make recommendations to unit director about schedules, prioritization, and resource allocation with input from team members.

- Other duties as assigned.

### **Required Qualifications**

- Bachelor's degree that provides a solid foundation for managing multiple projects and grants; three years of project management experience
- Ability to integrate and synthesize information
- Strong organizational skills, initiative, good follow-through, ability to work and solve problems with minimal supervision
- Good verbal and written communication skills
- Strong meeting planning and facilitation skills and experience
- Advanced knowledge of Microsoft Word and Outlook

### **Preferred Qualifications**

- Master's degree
- Knowledge of early childhood field
- Project Management Profession certification
- Experience with project management methodologies
- Experience with project management software systems

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

### **How to Apply**

Applications are processed through the online job posting at <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](mailto: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. 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 PROJECT MANAGEMENT**

### **Competencies**

- Nature/Complexity of Work  
Scope is broad including projects of interest to university leadership, executive management, state and federal agencies, peer institutions, and external constituents and partners. Must be able to function as a team member on projects and collaborate with other functional areas internal and external to the Institute. Possible adverse impact of errors in work necessitate that a team review approach be used to minimize errors. Meticulous attention to detail, accuracy, and timeliness are essential for purposes of planning and coordinating work, composing documents and reports, and exchanging information, plans, and objectives.
- Problem Solving/Decision Making  
The employee has freedom to decide how tasks will be accomplished in compliance with reporting

guidelines, grant criteria, university policies, and state and federal law. Decisions must often be made quickly to meet aggressive stakeholder demands. Strong analytical, problem-solving, decision-making, and multi-tasking skills required. Requires independent judgment and self-direction to complete tasks, prioritize work, determine the tools and approach to be used in developing analysis, and determine the degree to which detail and information is needed to adequately respond to requests.

- Strategic Input  
Confidentiality is required. The employee has access to work-in-progress discussions and confidential and sensitive information pertaining to employees, students, children, and families. Review is required by Institute leadership before information is released by this position, but responsibility for error-free detail supporting analytical results and for taking appropriate steps to correct errors rests on the employee. The impact of errors is far-reaching. Employee is required to be proficient and conscientious when representing the Buffett Institute.
- Know-How  
In addition to required qualifications, this position requires the ability to work under pressure and with stringent timelines, respond quickly to shifting priorities, make sound priority judgments, and work independently and in a team setting. Must possess strong research skills including the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions.
- Technical Skills  
In addition to required qualifications, this position may need to train others on tools and must be proficient with email, Internet browsers, and Microsoft Office (Word, Excel, Access, and PowerPoint) to plan, coordinate work, prepare data, process documentation, and create communication materials or informational presentations. This position must be willing to learn and use new technologies and keep current on technical skills and knowledge of university applications and systems.
- 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 constituencies, and with NU central administration and campuses. Employee must have the ability to work collaboratively, as well as independently, in a complex environment. Employee is required to have excellent interpersonal skills with the ability to explain diverse technical topics in easy-to-understand language.
- Supervision  
This position exercises no direct supervision over others. This position reports to, and receives direct supervision from, the PDG Program Administrator.

**General Information:**

Job Family: Admin and Business Operations

Job Code: 49243337

Salary Range: AB20

FLSA: Exempt

Position Number:

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 06/15/2020 by Kimberly Harper, Associate Executive Director for Operations

**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.