

(SENIOR) RESEARCH SPECIALIST-QUANTITATIVE METHODS

Job Overview

The research specialist will support existing and future research and evaluation efforts, and in this role will (1) contribute to the design and analysis of research and evaluation projects; (2) lead complex statistical analyses of research and evaluation projects; (3) identify, gather, and analyze external data sources to support Institute initiatives; (4) contribute to written and oral presentations for diverse audiences; and (5) contribute to writings and publications, including peer-reviewed manuscripts, reports, briefs, and contract/grant proposals.

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. 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 is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities

This section describes major responsibilities for the position but is not an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested.

- Work closely with Buffett Institute personnel to plan and prioritize data analytic needs.
- Provide methodological contributions to the development of research and/or evaluation plans for current and future initiatives.
- Provide methodological contributions to products, including research briefs, reports, and presentations.
- Support Institute staff and graduate students in complex statistical analyses.
- Develop and maintain complex analytic datasets.
- Analyze data to identify patterns and trends.
- Integrate data from multiple data sources.
- Assist Institute personnel in data governance and management as it relates to database development/management and fulfilling data requests from internal and external partners.

The classification of this position is dependent on the knowledge, skills, and abilities of the applicant. Applicants who meet the criteria for senior research specialist will be appointed at that level.

Research Specialist

Required Qualifications

- Bachelor's degree
- Two (2) years of experience in using quantitative data analysis software such as SAS, SPSS, R, STATA, Python, MPlus
- Demonstrated proficiency in verbal and written communication skills with attention to detail

Preferred Qualifications

- A master's degree
- Educational coursework in statistics or closely related field (education psychology, quantitative psychology, research methodology, epidemiology)
- Demonstrated experience communicating data in a variety of formats to internal and external partners

Senior Research Specialist

Required Qualifications

- Master's degree
- Three (3) years of experience using quantitative data analysis software such as SAS, SPSS, R, STATA, Python, MPlus
- Demonstrated excellence in verbal and written communication with strict attention to detail

Preferred Qualifications

- Educational coursework in statistics or closely related field (education psychology, quantitative psychology, research methodology, epidemiology)
- Demonstrated experience communicating data in a variety of formats to internal and external partners
- Demonstrated experience writing reports and preparing manuscripts

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

The ideal candidate will have (1) experience conducting secondary data analyses, working with multiple data sources, such as state-, school-, and community-level data systems; (2) excellent analytical and quantitative skills with experience producing data visualizations (e.g., charts or maps), and knowledge of early childhood development and learning; (3) knowledge and passion for transforming the lives of young children; (4) proficient collaboration with university, public education, human service, and community partners in service of research and evaluation efforts; (5) attention to detail; (6) ability to work independently and collaboratively; (7) initiative and creativity in developing relationships and approaches to addressing complex issues; and (8) be an optimistic, positive, resilient, insightful, and performance-driven decision-maker, problem-solver, and consensus-builder.

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. 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 RESEARCH SPECIALIST-QUANTITATIVE METHODS

Competencies

- **Nature/Complexity of Work**
Strong research skills are required, as well as organizational and project coordination skills, and the ability to prioritize and manage multiple tasks. Self-initiative, good follow-through, and ability to work without supervision also are required, as well as the ability to work collaboratively. Ability to integrate, synthesize, and report information. Excellent communication skills, including spoken and written communications for presentation (multiple audiences) and publication (report and peer-review).
- **Problem-Solving/Decision-Making**
Problem-solving and appropriate decision-making will be required as an element of this position. This position requires independent judgment and self-direction to complete tasks assigned, determine the tools and approach to be used in developing analyses, and to use judgment in determining the degree to which detail and information is needed to adequately respond to a request. Collaborative decision-making is also required, with the individual leading decision-making processes.
- **Strategic Input**
This individual is required to be proficient and conscientious when representing the Buffett Institute. Any errors reflect unfavorably on the individual, the Institute, and potentially the university. The individual is accountable for taking appropriate steps to correct any errors.
- **Know-How**
This position demands the ability to take initiative, work as a member of a team, yet operate independently when necessary, and thrive in an entrepreneurial environment. The incumbent must demonstrate proficiency with database management and analysis software (qualitative and quantitative); be detail-oriented and accurate; be 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 use new technologies and train others, when needed.
- **Technical Skills**
The employee must be adept with computer technology and software, and related programs or applications. These include software to support literature reviews, data management and analyses, data reporting and visualization, and writing for publication. The ability to learn new technical skills

and programs quickly is also a must.

- **Interactions**
Employee will work extensively with all staff at the Buffett Institute, the University of Nebraska Office of the President, campus representatives, and other community partners.
- **Supervision**
This position exercises no direct supervision over others. This position reports to the associate director of research and evaluation.

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.