

PROGRAM SPECIALIST, WORKFORCE PLANNING AND DEVELOPMENT

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Program Specialist to coordinate community and research activities of the Workforce Planning and Development Program. The Program Specialist will work closely with the Associate Director of Workforce Planning and Development on such activities with an emphasis on community-based projects and initiatives across Nebraska's rural-urban continuum.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established 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 Omaha (UNO).

Job Responsibilities

- Assist program leaders with establishment and maintenance of meaningful, mutually beneficial relationships between the Institute program area and community stakeholders and partners.
- Support the coordination and execution of community engagement activities (e.g., affinity groups, community implementation partners, or other emergent small groups).
- Serve as a liaison between internal Institute teams (Research, Workforce, Program Development).
- In collaboration with unit leaders, 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.
- Undertake data management projects.
- Perform other duties as assigned.

Minimum and Preferred Requirements:

- Master's degree in social science or education, or related discipline, with three to five years of demonstrated success in a similar role.
- Strong project coordination skills and the ability to prioritize tasks.
- Ability to work collaboratively with academic researchers and diverse stakeholders.
- Respect for local community culture; responsive to local community priorities.
- Ability to integrate and synthesize information.

- Possess initiative, good follow-through, and ability to work without supervision.
- Good communication skills, demonstrate effective spoken and written communication.

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

Successful candidates will exhibit the following traits:

- Problem-solving and appropriate decision-making skills.
- Independent judgment and self-direction to complete assigned tasks.
- Ability to take initiative, work as a member of a team, yet operate independently when necessary, and thrive in an entrepreneurial environment.
- Detail-oriented and accurate.
- Possess strong research skills, including the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions.
- Willingness to learn and use new technologies and to train others, when needed.

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) 472-7990. **The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**