

## PROJECT COORDINATOR

### Job Overview

The Project Coordinator will support evaluation and programmatic efforts of the Superintendents' Early Childhood Plan. Responsibilities of this role include (1) coordinating and managing efforts related to the Superintendents' Early Childhood Plan evaluation; (2) facilitating communication and planning with internal staff, school district staff, and external subcontractors; (3) supporting data collection and reporting; and (4) helping coordinate data needs for programmatic efforts.

### 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.

- Coordinate the development of reports and presentations of evaluation content (data, findings, etc.) to stakeholders.
- Coordinate and manage evaluation activities related to the Superintendents' Early Childhood Plan (e.g., maintain calendar of evaluation activities in schools, arrange procurement and delivery of incentives).
- Facilitate communication and planning of program evaluation activities with program evaluation partners (e.g., establish activity and meeting dates, identify activity dependencies and sequencing).
- Conduct administrative activities, including scheduling presentations, project meetings, conference calls, and webinars.
- Maintain documentation related to program evaluation, tasks, and decisions; share materials across Institute units as needed.
- Assist external evaluation partners as needed in managing evaluation logistics related to evaluation recruitment, data incentives, translations, consent forms, staff training, protocol development, etc.

- Work with program evaluators to address technical (e.g., data collection technology) and adaptive (e.g., evaluation partner protocol development) issues.
- Use Institute project and portfolio management tools to document, manage, and track project and program efforts.
- Assist project manager in coordination of programmatic efforts.

**Required Qualifications**

- Bachelor’s degree
- Three years of experience in project coordination that included preparing and maintaining records, using project management tools, and collaborating with internal and external stakeholders
- Demonstrated effective verbal and written communication skills with attention to detail

**Preferred Qualifications**

- Knowledge of basic project management practices
- Experience with project management software systems
- Experience working with community groups, which may include schools, school districts, and community programs

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

The ideal candidate will be adept at collaborating with internal and external partners to ensure evaluation needs are met in an efficient and effective manner; have experience preparing and maintaining records; be skilled in identifying problems, recommending solutions, and outlining strategies to carry out plan(s); have the ability to work independently and collaboratively; have experience using time management skills; and be able to work toward meeting multiple deadlines simultaneously.

**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 COORDINATOR**

**Competencies**

- Nature/Complexity of Work  
This position requires strong 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 are also required, as well as the ability to work collaboratively. Excellent communication skills, including spoken and written communications, are essential.

- **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, 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 be detail-oriented and accurate, able to prioritize effectively, multi-task, and quickly respond to shifting priorities.
- **Technical Skills**  
The employee must be adept with computer technology and software, and related programs or applications.
- **Interactions**  
The employee will work extensively with all staff at the Buffett Institute, district and school partners, campus representatives, and other community partners.
- **Supervision**  
This position exercises no direct supervision over others. This position reports to the Program Development unit project manager.

**General Information:**

Job Family: AB  
Job Code: 49242413 Business Project Coordinator  
Salary Range: AB15  
FLSA: Non-Exempt  
Position Number: 472  
Org. Unit Number: 50008150 (BECI)  
Date of Last Update: 9/23/2023 by Sheryl Gartner

**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.