

ASSOCIATE DIRECTOR FOR WORKFORCE DEVELOPMENT

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Associate Director to lead aspects of the Institute's Workforce Development Program.

The Associate Director will work closely with the Director of Workforce Development and Planning assisting with policy analysis and conceptual planning particularly around state and national workgroups. The Associate Director will be actively involved in state and national collaborative efforts helping to set priorities and start new initiatives. Additionally, this position will analyze state and national legislation related to early childhood workforce issues. The successful applicant will work closely with a variety of stakeholders (e.g., legislators, families, teachers, early childhood practitioners, higher education administrators, policy makers).

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 policy makers 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

- In consultation with the with Director of Workforce Development and Planning, design and lead efforts to establish holistic, multifaceted strategies to ensure a skilled, informed, and diverse early childhood workforce across the state;
- Collaborate with Institute staff and stakeholders to develop cross-institutional initiatives around competencies, professional development, articulation practices, and best practices for early childhood educator preparation;
- In partnership with allied advocacy groups, monitor state and federal legislative and regulatory changes in an effort to gauge intended and unintended consequences and impacts on early childhood workforce development;
- Gather and synthesize information relating to policy initiatives and other workforce programming and present it in a clear and concise manner across multiple modes of dissemination (e.g., written reports and briefs, policy impact statements, oral presentations, etc.);

- Guide and monitor progress of project work plans and processes, including: agenda planning and facilitation of workgroup meetings, coordination of workflow to meet project milestones and articulation of outputs and outcomes stemming from both national and state workgroups;
- Identify unmet needs and system gaps with regard to early childhood workforce development efforts and construct and propose new initiatives to advance the Institute's Workforce Development efforts in Nebraska;
- Cultivate and maintain collaborative working relationships with key higher education faculty and administrators, policy groups, and state leaders to support early childhood workforce development programming state-wide;
- In coordination with the Director of Workforce Development and Planning, partner with Director of Research and Evaluation to develop a workforce development research agenda; partner with research team to write and produce relevant grant proposals;
- Work closely with Institute staff in program development, research and evaluation, and communications to ensure integration of ideas, expertise and resources in the development of Institute-wide programs, research and messaging.

Minimum and Preferred Requirements:

- Master's degree or equivalent in early childhood education, personnel development, developmental psychology, family economic development, or related field. Ph.D. is preferred;
- Demonstrated and effective experience in higher education (faculty or administration) or public policy arenas; Established connections with state higher education institutions and advocacy groups preferred;
- Demonstrated expertise in applying ecosystem perspective to family and child issues as well a thorough understanding of economic development issues related to early childhood workforce development;
- Knowledge of state and national issues related to early childhood, particularly issues facing families and children placed at risk;
- Proven ability to work collaboratively with a variety of team members while taking lead for new initiatives. Experience working with both state and national multidisciplinary teams preferred;
- Interest in and ability to conduct research within the early childhood workforce development field preferred;
- Demonstrated leadership in promoting educational equity and workforce diversity polices and strategies and understanding of how these polices and strategies contribute to reducing income- and race-based opportunity gaps;
- Proven ability to engage collaboratively with community partners and diverse stakeholder groups;
- Excellent organizational skills and proven ability to manage complex projects and move them forward to completion on time;
- Excellent creative thinking, written and verbal communication skills.

Successful candidates will exhibit the following personality traits:

- The ideal candidate is agile, entrepreneurial, and a team player who seeks to advance the Institute and its goals.
- Knowledge, enthusiasm, and passion for the field of early childhood and ability to establish credibility in the education/human service and university communities.
- Must be a fast self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary.

- A strong sense of the requirements of a stable organization and its long term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute's stakeholders.
- Should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

How to Apply

Application review begins immediately and continues until position is filled. Applications are processed through the on-line 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 on-line application process to: (402) 472-7990. **The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**