Director of Nebraska Statewide Workforce & Educational Reporting System (NSWERS)

Position Description

The University of Nebraska in collaboration with the Executive Council of the Nebraska Statewide Workforce & Educational Reporting System (NSWERS) is seeking applications from highly qualified candidates for a new position entitled Director of NSWERS. This individual will fulfill an integrative role within a statewide consortium, conceptualizing and leading P-20W systems and research, facilitating access to essential resources (IT, financial, legal, etc.) and disseminating this information to a wide range of audiences. This individual reports to the Executive Council of NSWERS, with day to day supervision by the Executive Vice President and Provost of the University of Nebraska or her/his designee and the NSWERS Management Committee, and will work closely with a consortium of institutions and organizations to plan and carry out work related to data system construction, IT issues, research deliverables, policy development and project administration.

NSWERS Profile

The Nebraska P-20W data initiative, known as NSWERS, is a partnership of the Nebraska prekindergarten, elementary, secondary and postsecondary educational systems to use data and information to further evidence-based policy and practices. The NSWERS partners also work in collaboration with Nebraska Department of Labor to examine the intersection of education and the workforce with the goal of providing research-based insight into meeting Nebraska’s current and future workforce needs.

Job Responsibilities (In addition to periodic unique tasks, the following describes major responsibilities)

Operations and Administration

- Provide direction, organize and assign work, set priorities, and follow up to ensure coordination and completion of assigned work by NSWERS staff based on direction from the Executive Council.
- Confer with and provide professional and technical assistance to organizational staff on data management, analysis, and communication with stakeholders.
- Plan and manage NSWERS budget, including state appropriations and other external funding sources.
- Identify operational project issues, consider alternatives, and recommend solutions.
- Coordinate and participate in the work of the NSWERS committees (Advisory, Management, Technology, and Research Review).

Stakeholder Relationships

- Maintain cooperative working relationships with a consortium of NSWERS organization members. Collaborate with other organizations involved in NSWERS to plan and carry out work related to data systems construction, information technology issues, research deliverables, and project administration.
- Represent the agency at meetings, conferences and/or other events related to P-20W systems and research.

Data Products and Data Education

- Collaborate with and solicit engagement of public and private partners, grant-makers, and stakeholders to facilitate access to essential resources (IT, financial, legal, or related

Rev. 30 May 2020
resources/expertise) and to ensure systems, processes and services appropriately meet research, data report consumer, and other stakeholder needs.

- Respond to ad hoc information requests for NSWERS data and work with Management Team to develop the appropriate deliverables to stakeholders.
- Develop NSWERS data literacy trainings in collaboration with agency staff.

**Strategic Planning and Evaluation**
- Provide organizational leadership by establishing short-term and long-range goals within the policies and direction from the Executive Council, formulate strategic plan, and develop and distribute metrics and reports to evaluate outcomes.
- Provide comprehensive status reports.
- Maintain awareness of emerging trends and practices in data management, data product provision and information technology.

**Data Governance and Security**
- Establish and implement data governance and information security policies and procedures, based on direction from the Executive Council and Management Committee.
- Maintain awareness and compliance with Federal and state data privacy statutes and other relevant laws.

**Required Minimum Qualifications**
- Master’s degree
- Minimum 8 years of experience in leading programs and/or systems of service that support workforce or education, with demonstrated knowledge of data related to services and data for PK-12 and post-secondary education (vocational and academic) both in Nebraska and nationally
- Demonstrated ability to think systemically and strategically in planning and coordinating program deliverables
- Extensive familiarity with evidence-based research models and data modeling
- Supervisory experience and a proven ability to work with a wide range of diverse constituents
- Ability to enact values of diversity, equity, and inclusion in program and organizational activities and outcomes
- Excellent oral and written communication skills and ability to manage multiple tasks/projects simultaneously
- Experience with grant writing, budgeting, and project management

**Preferred Qualifications**
- Ph.D. or related terminal degree
- Experience working with education and/or workforce data.

**How to Apply**
This position is located in Lincoln, NE.

Applications are processed through the on-line job posting at https://careers.nebraska.edu. Follow instructions to complete the Applicant Profile. 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 on-line 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.

COMPETENCIES FOR DIRECTOR OF NSWERS

• **Nature/Complexity of Work**
  This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. The ability to lead program operations, reason logically and accurately, communicate complex and technical concepts effectively to information users, both verbally and in writing; and lead staff, partners, and peers is essential. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork and relationship building across a stakeholder network is required.

• **Problem Solving/Decision Making**
  Problem solving and appropriate decision making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures and/or business acumen.

• **Strategic Input**
  This individual is required to be proficient and conscientious when representing the NSWERS consortium and its member organizations at all times. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the employee. A strong sense of the requirements of a stable organization and its long term needs is expected, with the ability to exercise significant initiative and creativity in developing new value-added relationships with the NSWERS’s stakeholders. This individual should be mission-driven and deeply committed to the values of NSWERS.

• **Know How**
  This position demands knowledge of PK-12 and post-secondary education (vocational and academic) both in Nebraska and nationally; the ability to be agile, entrepreneurial, operate independently, and thrive in a fast-paced and multi-tasking environment is critical. The candidate in this position should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and consensus building; demonstrate exceptional verbal, writing, editing, and proofreading skills with the ability to prepare and present materials effectively; be detail-oriented and accurate; be able to prioritize effectively and quickly respond to shifting priorities; be able to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. The ability to interpret and prepare information for analysis activities and communicate findings to management is essential. The individual must follow Board of Regents By-laws and policies and interpret and apply state statutes, regulations, policies and procedures.

• **Technical Skills**
This position demands knowledge of workforce and employment systems and measurement; advanced knowledge of research methods and analytical procedures; program outcomes assessment and analyses; computing and technical environment and systems; state and federal government organizations and operations; FERPA and other state and federal privacy laws; and principles of marketing and public relations, and application of same to influence change. Being well versed and proficient in technology is required.

- **Interactions**
  This position will be expected to manage and collaborate with individuals and their projects. The ability to assume authority, advocate new ideas, and identify and address obstacles is expected, along with the judgment to seek supervision and/or input from others when necessary. This position will help build and strengthen relationships across the membership of the NSWERS consortium, as well as with external stakeholders and members of the public and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with many external constituencies. The candidate should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

- **Supervision & Leadership**
  This position reports to the Executive Council of NSWERS with day to day supervision by the Executive Vice President and Provost of the University of Nebraska or her/his designee and the NSWERS Management Committee. This position is responsible for building and maintaining internal and external partner relationships and will develop and implement policies and procedures for broad-scope initiatives while motivating others around complex program and project management parameters.

**General Information:**

Job Family:  N/A  
Job Code: 49095081 DIRECTOR  
Salary Range: N/A  
FLSA: Exempt  
Position Number: 500  
Org. Unit Number: 50000095 (Exec VP & Provost)  
Date of Last Update: 5/18/2020 by SG

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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.

**Physical Requirements:**

While performing the duties of this job, the employee is routinely required to speak, hear, have vision for up close and far away, 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 10 pounds. The employee is required to occasionally travel to and participate in meetings and conferences which may require the ability to drive a motor vehicle and/or stay overnight.
**Work Conditions:** The noise level in the work environment is usually moderate and there are frequent interruptions as staff conduct business in cubicles, walled office space and conference rooms.