



## NSWERS Engagement Specialist

### Position Announcement

The Nebraska Statewide Workforce & Educational Reporting System (NSWERS) at the University of Nebraska is seeking applications from qualified individuals for the position of Engagement Specialist.

The Engagement Specialist will establish and maintain professional relationships with institutional research/data experts from across NSWERS partners/affiliates to ensure sufficient and appropriate expert input into the NSWERS data products and services. They will work with partners/affiliates to review and train users on NSWERS data products and field input for product development changes and enhancements. Qualified candidates will have a strong subject-matter expertise of education and workforce data, Nebraska public education systems, and communications.

### 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 affiliation with the Nebraska Department of Labor to examine the intersection of education and the workforce with the goal of providing research-based insight to meet Nebraska's current and future workforce needs. More information is available at <https://nswers.org>.

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

#### Data Collaboration/Partner Support:

- Establishes and maintains trusted relationships with customers, partners, and relevant NSWERS staff to build strategies that respond to the workforce and education business vision, goals, and strategy.
- Contributes in cross-functional coordination, architecture discussions, and prioritization planning in a highly collaborative environment.

- Serve as NSWERS data communication and integration expert providing assistance and guidance in facilitating education and workforce assessments and data reporting initiatives for the organization.
- Serve as the liaison and central point of information distribution regarding data needs and analysis efforts.
- Research, coordinate, and involve appropriate parties with regard to assisting partners in resolving inquiries, with the assistance of NSWERS team members, to meet desired goals and objectives.
- Remains current in industry best practices to integrate new techniques and technologies as needed to achieve optimal results.
- Ensures compliance with information guidelines for sensitive and non-public information, seeks appropriate approvals prior to release of information.
- Other duties as assigned

### **Minimum Qualifications**

Bachelor's degree

Four (4) years of experience implementing and managing data integration and communication strategies. Exceptional verbal and written communication skills with attention to detail. Experience in identifying communications vendors and consultants to assist with various projects and ability to ensure that deliverables are met on time and within budget.

Equivalent combination of education and experience from which comparable knowledge and abilities can be acquired may be considered.

### **Preferred Qualification**

Experience in the education industry.

The ideal candidate is an agile, self-starter comfortable with collaboration with distributed resources and/or project teams; able to work with research and program staff to translate and make understandable complex data elements; an energetic, creative problem solver who can work independently; a resilient learner who is able to develop relationships with the key partners and stakeholders; a track record of timely completion of projects and the ability to responsibly manage competing priorities.

### **How to Apply:**

This position works 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](mailto: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 Engagement Specialist**

#### Nature/Complexity of Work

This position requires an individual who works with considerable independence, energy, initiative, a strong work ethic, and sound judgment. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others, and time management skills are required. Knowledge of the post-secondary educational environment and interrelationships among the NSWERS constituencies.

#### 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 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. Operational review of desired objectives is often necessary to ensure communication and data initiatives are on target. This individual should be mission-driven and deeply committed to the values of NSWERS.

#### Know How

This position demands the ability to take initiative, operate independently, and thrive in ambiguity and a multi-tasking environment. One should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; Demonstrate a high level of professional discretion and confidentiality. Must follow Board of Regents By-laws and policies and state and Federal Law and other rules and regulations.

#### Technical Know How

- Communication, and information dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.

- Knowledge of principles and processes for providing internal customer service. This includes needs assessment, meeting quality standards for data services, and evaluation of customer satisfaction.
- Project management
- Computer software necessary to carry out job responsibilities.

### Interactions

This position will be expected to manage and collaborate with individuals and their projects. The ability to advocate ideas, identify and address obstacles is expected, along with the judgment to seek supervision and/or input from others when necessary. This position 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. 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 Director for NSWERS. This position is responsible for building and maintaining internal and external partner relationships and will develop and implement procedures for supporting initiatives.

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 may be frequent interruptions as staff conduct business in cubicles, walled office space and conference rooms.

### Classification Information:

Job Family: Administrative & Business Operations

Job Code: 49243341 Institutional Research Analyst, L2

Salary Range: AB24:

FLSA: Exempt

Position Number: 707

Org. Unit Number: 50011475

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