

## **PROGRAM SPECIALIST, RESOURCE AND PROGRAM 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, Resource and Program Development, to assist the Director and Associate Director of Program Development with design, coordination, and implementation of Program Development initiatives.

The Program Specialist will work closely with the Associate Director of Program Development to stay abreast of relevant national birth – Grade 3 research and reports and create and maintain a database of programs and resources, and assist with Program Development initiatives in Greater Nebraska as well as the Superintendents’ Early Childhood Plan in the Omaha metro area. The goal of these initiatives is to increase opportunity to learn and reduce achievement gaps among Nebraska’s young children of greatest need.

### **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**

- Conduct ongoing scans of national birth – Grade 3 research and program/policy reports for materials of relevance to the Program Development team.
- Create and maintain a database of birth – Grade 3 programs and resources including new research and program information from national sources.
- Assist with Greater Nebraska and other program needs assessments, resource documentation, and framework/strategic plan development.
- Organize and coordinate documentation activities and materials for the Superintendents’ Early Childhood Plan and other Program Development initiatives.
- Develop content for evidence-based program area materials, including literature reviews, reports, and other dissemination documents.
- Contribute to planning, writing, and editing reports and presentations.
- Perform other duties as assigned.

**Minimum and Preferred Requirements:**

- Master's degree in education, child development, or a related discipline required; plus three years of demonstrated success in a related role.
- An equivalent combination of education and experience from which comparable knowledge and abilities are acquired may be considered.

**Successful candidates will exhibit the following traits:**

- Strong organization and project coordination skills and the ability to prioritize tasks.
- Self-initiative, good follow-through, and the ability to work without supervision.
- Ability to work collaboratively.
- Ability to integrate and synthesize information.
- Excellent communication skills, including spoken and written communications.
- Adept with computer technology and related programs or applications.
- Problem-solving and appropriate decision-making skills.

**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](mailto: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.**