



RESEARCH AND EVALUATION COORDINATOR

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking qualified individuals to apply for the position of Research and Evaluation Coordinator to provide coordination of research evaluation projects.

The Research and Evaluation Coordinator will work closely with the Director and Associate Director of Research and Evaluation to manage research and evaluation activities related to the Superintendents' Early Childhood Plan, facilitate communication and planning with external sub-contractors. The successful applicant will work extensively with all staff at the Buffett Institute, and also with University of Nebraska administration, campus representatives, and other community partners.

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 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 on the campus of the University of Nebraska Omaha (UNO).

Job Responsibilities

- Coordinate and manage research and evaluation activities related to the Superintendents' Early Childhood Plan.
- Facilitate communication and planning of project activities with external sub-contractors.
- Conduct administrative activities of projects, including scheduling project meetings, conference calls, and webinars.
- Oversee data collection, management, and analysis for research and evaluation projects.
- Work closely with program and workforce planning and development personnel to prioritize project needs.
- 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, evaluation, or a related discipline that provides a solid foundation for coordinating applied research and evaluation skills (doctorate

preferred); plus five years of demonstrated success in a similar role.

- Experience managing and/or coordinating evaluation and/or applied research projects.
- Basic knowledge of and interest in early childhood, program evaluation, and applied research.
- Demonstrated proficiency with database management and analysis software (e.g., Excel, SPSS, NVivo).
- Experience and/or training in qualitative or mixed-methods research and evaluation.
- Experience working with practitioners in community and/or school-based settings.
- Strong project coordination skills and the ability to prioritize tasks while balancing multiple projects and meeting critical deadlines.
- Ability to integrate and synthesize information.
- Strong organizational skills, initiative, good follow-through, and ability to work without supervision.
- Good communication skills, including effective spoken and written communication abilities.

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

Successful candidates will exhibit the following traits:

- Independent judgment and self-direction to complete assigned tasks, determine the tools and approach to be used in developing analyses, and in responding to requests.
- Ability to take initiative, work as a member of a team, yet operate independently when necessary, and thrive in an entrepreneurial environment.
- Proficiency with database management and analysis software.
- Detail-oriented and accurate.
- Able to prioritize effectively, multi-task, and quickly respond to shifting priorities.
- Possess strong research skills, including the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions.
- Willingness to learn and use new technologies and train others, when needed.

How to Apply

Application review begins immediately and continues until the position is filled. Applications are 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 is commensurate with experience.

Direct questions about the position to: 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.**