

University of Nebraska Central Administration
Job Description

General Information

Working Job Title: Research and Evaluation Coordinator	Job Family: Research	Job Family Zone: Specialist (49363300)
Position Number:	Department Name: Buffett Early Childhood Institute	SAP Organization Unit Number: 50008150
Employee's Name:	Date of Last Update: July 25, 2017	Title of Supervisor: Associate Director of Research and Evaluation
SAP Personnel #:	Last Updated By: Maria Malnack	Name of Supervisor: Greg Welch

Position Summary

This position will support the Director and Associate Director of Research and Evaluation by providing coordination of research evaluation projects.

Duties & Responsibilities

Indicate % of time spent and indicate with an "*" the duties & responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.	% of Time	Essential Functions
<ul style="list-style-type: none"> • 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. 	70	E
<ul style="list-style-type: none"> • 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. 	30	E

Zone Definition Factors

Nature/Complexity of Work

Strong organization and project coordination skills and the ability to prioritize tasks.
 Self-initiative, good follow-through, and 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 program or applications.

Problem-Solving/Decision-making

Problem-solving and appropriate decision-making will be required as an element of this position. This position requires independent judgement and self-direction to complete tasks assigned, determine the tools and approach to be used in developing analyses, and to use judgment in determining the degree to which detail and information is needed to adequately respond to a request.

Strategic Impact

This individual is required to be proficient and conscientious when representing the office of the Buffett Institute at all times. Any errors reflect unfavorably on the individual, the Institute, and potentially the university as a whole. The individual is accountable for taking appropriate steps to correct any errors.

Know How

This position demands the ability to take initiative, work as a member of a team, yet operate independently when necessary, and thrive in an entrepreneurial environment. The incumbent must demonstrate proficiency with database management and analysis software; be 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; and have a willingness to learn and utilize new technologies and train others, when needed.

Interactions

Employee will work extensively with all staff at the Buffett Institute, UNCA, campus representatives, and other community partners.

Supervision

This position exercises no direct supervision over others.

This position receives direct supervision from the Associate Director of Research and Evaluation

Minimum 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; (doctoral 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.
- Possess 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.

Physical Requirements

1. **General Physical Requirements** Indicate the appropriate response for an eight hour day:

Indicate intermittent or constant

	Circle the appropriate number of hours									Intermittent	Constant
	0	1	2	3	4	5	6	7	8		
Sit							6			<u>6</u>	_____
Stand							1			<u>1</u>	_____
Walk							1			<u>1</u>	_____
Drive Motor Vehicle							1			<u>1</u>	_____
Explain											

2. THIS POSITION REQUIRES:

	Occasionally (less than 2 hrs daily)	Between 2 - 5 hrs daily	Over 5 hrs daily
Squatting	<u>X</u>	_____	_____
Bending	<u>X</u>	_____	_____
Kneeling	<u>X</u>	_____	_____
Reaching	_____	_____	_____
➤ Overhead	<u>X</u>	_____	_____
➤ Forward	<u>X</u>	_____	_____
➤ Low	<u>X</u>	_____	_____
Twisting	<u>X</u>	_____	_____
Crawling	_____	_____	_____
Climbing	_____	_____	_____
➤ Ladder	_____	_____	_____
➤ Stairs	<u>X</u>	_____	_____
➤ Other	_____	_____	_____
Walking on rough ground	_____	_____	_____
Exposure to changes of temperature/humidity	_____	_____	_____
Exposure to dust/fumes/gases/chemicals	_____	_____	_____
Being near moving machinery	_____	_____	_____
Working from heights	_____	_____	_____

3. THIS POSITION REQUIRES EMPLOYEE TO:

	Indicate letter in appropriate Space:	LIFT=L	CARRY=C	PUSH=P	
		Less than 2 hrs daily	Up to 2 hrs daily	Between 2-5 hrs daily	Over 5 hrs daily
PULL-PL					
11 - 24 lbs	<u>L, C, P, PL</u>	_____	_____	_____	_____
25 - 49 lbs	_____	_____	_____	_____	_____
50 - 74 lbs	_____	_____	_____	_____	_____
75 - 100 lbs	_____	_____	_____	_____	_____
* Over 100 lbs	_____	_____	_____	_____	_____

* If the position requires the employee to handle over 50 lbs - please explain

4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:

	RIGHT	LEFT	BOTH
Keyboarding	_____	_____	Yes _____
Filing	_____	_____	Yes _____
Other	Operation of a computer mouse and routine office equipment		
Explain:			

5. POSITION REQUIRES ATTENDANCE AT THE WORKPLACE Yes

Job Family Zone Questionnaire

In Each Section, please select one answer that best describes your job:

Knowledge Skills and Abilities:

____ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

____ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

____ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

____ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

Problem Solving/Decision-making:

____ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

____ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

_____Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

_____ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

Interactions:

_____Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

_____Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

__x__Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

_____ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing, and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

Supervision Received:

_____Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

_____Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

_____General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

__x__Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

_____ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

Supervision Exercised:

_____May provide incidental guidance to others. [1]

____ Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

x Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

____ Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

____ Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

Impact:

____ Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

X Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

____ Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

____ Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

____ Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

Summary:	Zone Assignment= SPECIALIST
Authorization:	Name:
	Date:
Human Resources	
Supervisor:	
Administrator:	