

## RESEARCH SPECIALIST: QUALITATIVE METHODS

### Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Research Specialist: Qualitative Methods to contribute to the Institute's research and evaluation projects including its Signature Programs—Achievement Gap Challenge and Workforce Development Program.

This position will work closely with the Director and Associate Director of Research and Evaluation supporting the activities of the research and evaluation team, including research planning, data collection, data management and analyses.

### 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 in Omaha, Nebraska.

### Job Responsibilities

In addition to periodic unique tasks, this list describes major responsibilities:

- Collect and analyze qualitative data (e.g. – interviews, focus groups, observations).
- Conduct literature reviews and contribute to deliverables, including research briefs, reports, and presentations.
- Contribute to the development of formal evaluation plans for current and future initiatives.
- Work closely with Buffett Institute personnel to plan and prioritize current and future evaluation needs.
- Collaborate with cross-disciplinary research and evaluation partners at the university, local, and state levels.
- Engage with stakeholders across Nebraska to develop context appropriate evaluation studies.
- Develop and maintain analytic datasets.
- Integrate data from multiple internal and external data sources, using Excel and related software

**Minimum Requirements:**

- A bachelor's degree in education, psychology, research methodology, anthropology, sociology, or a related discipline that includes coursework in qualitative research methods. Plus 4 years related research work experience.
- Experience performing literature reviews.
- Knowledge of qualitative methods, including experience conducting interviews, focus groups, and/or observational methods.

**Preferred Requirements:**

- A master's degree in education, psychology, research methodology, anthropology, sociology, or a related discipline that includes coursework in qualitative research methods.
- Experience in using qualitative analysis software programs (e.g. – NVivo, MAXQDA, etc.).
- Knowledge of research design methodologies.

**Minimum Competencies (Skills, Knowledge, and Abilities):**

- Ability to work with a cross-disciplinary research team.
- Ability to work collaboratively with a diverse group of stakeholders, including academic researchers and community leaders.
- Respect for local community culture; responsive to local community priorities.
- Ability to integrate and synthesize information.
- Possess initiative, good follow-through and ability to work without supervision.
- Good communication skills, demonstrate effective spoken and written communication.

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

- The ideal candidate is agile, entrepreneurial, and a team player who seeks to advance the Institute and its goals.
- Knowledge, enthusiasm, and passion for the field of early childhood and ability to establish credibility in the education/human service and university communities.
- Must be a fast self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary.
- A strong sense of the requirements of a stable organization and its long-term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute's stakeholders.
- Should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

**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 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 online application process to: (402) 472-7990.

**The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.**