

Director of Research and Evaluation

Position Announcement

The University of Nebraska Buffett Early Childhood Institute is seeking applications from qualified individuals for the position of Director of Research and Evaluation.

In conjunction with faculty and staff from the University of Nebraska, the director will work on a variety of applied studies involving at-risk children, birth to age 8, and their families. The position involves assisting and/or directing the design of projects involving multidisciplinary staff in a team-oriented environment. The ideal candidate will have a background in mixed-methods approaches; demonstrated experience in assisting in designing evaluation studies; a strong background in early education; ability to collect data through a variety of methods (e.g., survey research, case studies and in-depth interviews; cognitive interviews, focus groups); and demonstrated experience in leading or coordinating components of large projects or a series of smaller projects with responsibility for budget management, project deliverables, proposal development, and staff supervision. Work activities also include serving as technical lead and synthesizer on briefs, report writing, and proposals. Excellent oral and written communication and interpersonal skills, and the ability to handle multiple tasks/projects simultaneously, are essential.

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 policy makers 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, the goals of the Institute are university- and state-wide, but the location of the Institute administration will be in Omaha and Lincoln. This position will primarily work out of the Omaha office.

Job Responsibilities:

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

- Managing small and medium projects and/or components of large and complex projects.
- Providing supervision and technical assistance (methodological, management, and substantive) to other staff associated with the project so that work is accomplished according to client specifications, on schedule, and within budget.
- Writing proposals, developing survey instruments, analyzing data, developing evaluation designs, preparing reports, translating results, and making presentations regarding findings.
- Serving as project director and fulfilling such management responsibilities as staff development and mentorship, providing technical assistance in areas of expertise (either substantive or methodological), and conducting performance evaluations.
- Working closely with University of Nebraska staff and faculty and integrating their work, ideas, and recommendations into new and ongoing projects.
- Willingness and skill in supervision and commitment to being highly interdisciplinary and

Director of Research and Evaluation

collaborative.

Required and Preferred Qualifications:

Minimum Requirements:

- Doctorate in the social sciences preferred.
- Five years experience in positions of increasing responsibility in program evaluation, survey research, or a related field, with at least one year of project management and proposal development experience.
- Advanced knowledge of early childhood development through extensive reading in the literature and broad experience in the field.
- Skills in quantitative and qualitative analysis and project management/proposal direction.
- Strong writing and interpersonal communication skills.
- Ability to interact effectively with higher education and practitioner colleagues

Successful candidates will 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 position is filled.

Applications 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.

Direct questions about the on-line application process to: (402) 472-2111.

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