



## Human Resources Specialist


Apply




 Office

 Lincoln, NE

 Full time

 Posted Today

 End Date: July 17, 2026 (14 days left to apply)

 JR2026-00027711

### The work we do matters!

#### Hiring Agency:

Education - Agency 13

#### Location:

Lincoln, NE

#### Hiring Rate:

\$28.060

#### Job Posting:

JR2026-00027711 Human Resources Specialist (Open)

#### Applications No Longer Accepted On (If no date is displayed, job is posted as open until closed):

07-17-2026

#### Job Description:

The Nebraska Department of Education is looking for a Human Resources Specialist to join our HR team! This position will support multiple areas, most of which is talent acquisition and new employee onboarding. This is a fun team that strives to do the best they can for their customers!

The hiring panel is looking for candidates who are intuitive, quick to pick up on new technology, have a continuous improvement mindset, and who strive to provide high quality customer service. If that sounds like you, apply to join this team!

\*\*The Nebraska Department of Education does not sponsor or transfer non-immigrant work visas for these positions.\*\*

**Office Location:** This position is assigned to our office located at 84th & O St, Lincoln, NE.

**Pay Grade 7:** \$28.060 - \$30.979/hour

This range is based upon available budget funds; any offer will be made within this range.

### **Teammates Enjoy**

In addition to being part of meaningful work and making a difference through public service, our Total Compensation package includes an approximate \$30,000 in additional Benefits value! See full benefits information at <https://statejobs.nebraska.gov/index.html#benefits>

- Competitive benefits, paid time off, and retirement
  - 79% employer-paid health insurance, dental, vision, long and short-term disability, flex spending and health savings accounts, employee discount program, and more!
  - Generous vacation **and** sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
  - 156% state-matched retirement (yes, that's \$1.56 for every dollar!) with a guaranteed 5% return
- **Thirteen** paid holidays per year

### **Essential Functions**

- Guides supervisors through the full-cycle recruitment process, collaborating to determine talent needs and ensure a fair and engaging process.
- Collaborates with other state agencies, offices, and other partnering organizations to maintain a talent pipeline, market open positions, and identify potential applicants.
- Prepares structured application and interview rubrics according to identified talent needs to successfully determine applicant skills and abilities. Performs initial application review to facilitate the selection process.
- Creates appealing job advertisements to attract diversified and qualified candidates. Markets new postings using career events, social media, and other related websites. Develops and updates posting materials and maintains requisition files with accurate information.
- Builds relationships with potential candidates and applicants, engaging and communicating through all steps of the hiring process including rejection notices and scheduling interviews.
- Drafts offer letters, provides new employee forms, and performs reference and background checks on new hires and contractors.
- Coordinates onboarding of new staff.
- Provides information and technical assistance to NDE employees related to payroll, benefits, leave usage, and other policies and procedures.
- Updates and maintains Human Resources related web pages and social media outlets.
- Maintains HRIS system information for accurate reporting.
- Participates in cross functional human resources projects and initiatives.
- Maintains regular & reliable attendance, travels independently, and works in a variety of settings.

Working Conditions and Travel:

This position requires approximately 99% of work time spent in an office environment; the remainder is spent traveling or working in alternative sites such as conferences, job or career fairs, and meetings. There is no expected overnight travel.

### **Requirements / Qualifications**

#### **Minimum Qualifications:**

Bachelor's degree in a related field and two years of experience related to the essential functions of the position. Any equivalent education and/or work experience may be substituted in order to meet the minimum qualifications of the position.

#### **Preferred Qualifications:**

Human Resources Certification (through SHRM, HRCI, etc.) and experience with full lifecycle recruiting processes, including effective social media and advertisements. Proficiency with Microsoft Office (Word, Excel, and Outlook), Adobe Pro, and Adobe Sign. Previous state experience with WorkDay.

If you have any questions about this posting or working at NDE, please email us at [nde.hrjobpostings@nebraska.gov](mailto:nde.hrjobpostings@nebraska.gov).

If you're **currently** employed by the State of Nebraska, please don't apply through this external career site. Instead, log in to Workday and open the **Jobs Hub - Internal Apply** app from your home landing page. You can access Workday anytime through the Link web page: <https://link.nebraska.gov/>

#### **Benefits**

We offer a comprehensive package of pay, benefits, paid time off, retirement and professional development opportunities to help you get the most out of your career and life. Your paycheck is just part of your total compensation.

Check out all that the State of Nebraska has to offer! Benefit eligibility may vary by position, agency and employment status. For more information on benefits, please visit: <https://statejobs.nebraska.gov/index.html#benefits>

#### **Equal Opportunity Statement**

The State of Nebraska values our teammates as well as a supportive environment that strives to promote diversity, inclusion, and belonging. We recruit, hire, train, and promote in all job classifications and at all levels without regard to race, color, religion, sex, age, national origin, disability, marital status or genetics.

### **Instructions for Applying**

# NEBRASKA

Good Life. Great Service.

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Make sure your application is complete. Incomplete applications are rejected.
- You will not be allowed to change your application after you have applied for a position and you cannot re-apply for the the same position unless it is posted again

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