



SHEEO Position Announcement: Senior Policy Analyst

Located in in Washington, D.C.

Position Description:

The State Higher Education Executive Officers Association (SHEEO) seeks a senior policy analyst to support our efforts to promote innovative state higher education policies and procedures. The senior policy analyst will collaborate with other higher education organizations and promote best practices among SHEEO member agencies. The ideal candidate will have experience with student success initiatives and a commitment to closing equity gaps in higher education.

SHEEO serves the chief executives of statewide governing, policy, and coordinating boards of postsecondary education and their staffs. Founded in 1954, SHEEO promotes an environment that values higher education and its role in ensuring the equitable education of all Americans, regardless of race/ethnicity, gender, or socioeconomic factors. Together with its members, SHEEO aims to achieve this vision by equipping state higher education executive officers and their staffs with the tools to effectively advance the value of higher education, promoting public policies and academic practices that enable all Americans to achieve success in the 21st century, and serving as an advocate for state higher education leadership. For more information, visit www.sheeo.org.

Key Responsibilities:

SHEEO is seeking diverse applicants who are qualified to undertake the following responsibilities:

- Supporting innovative state- and system-level practices, including those related to advising, academic readiness, digital learning, and pathways.
- Developing strategies to bring these practices to scale in multiple states and systems.
- Identifying and promoting best policies and practices related to closing equity gaps in higher education.
- Identifying and promoting best policies and practices related to improving student success and employment outcomes for students, and addressing the needs of the workforce.
- Collaborating with other higher education organizations to advance transformational policies and practices.
- Advising SHEEO member agencies regarding key performance indicators for student success.
- Developing and maintaining knowledge regarding current activities and future trends in public higher education.
- May represent SHEEO at state, regional, and national meetings and conferences.
- Contributing to reports, white papers, and policy briefs.
- Responding to information requests and providing other member services.
- Other duties as assigned.

Required Experience and Qualifications:

- A master's degree in a relevant field plus at least five years of experience in a role that requires similar skills.
- A doctoral degree may serve as a substitute for two years of experience.
- Experience with or knowledge of state- or system-level student success initiatives.
- Ability to establish priorities and coordinate work on multiple projects.
- Strong written and verbal communications skills.
- An identifiable commitment to advancing equity and student success in higher education.

Preferred Qualifications:

- State- or system-level experience in student success, workforce alignment, or equity and diversity.
- Knowledge of state higher education policy and issues.
- Experience analyzing quantitative and/or qualitative data.
- Experience working with higher education associations or foundations.

Salary:

Salary will be commensurate with successful candidate's level of education and experience. SHEEO provides excellent staff benefits.

Term:

This is a two-year contract position. Contract may be renewed or extended at the end of the two-year term.

Application Process:

Please apply by email to dszczesny@sheeo.org and include the following:

1. Letter describing how you meet the requirements of the position, addressed to Dr. Christina Whitfield, SHEEO, 3035 Center Green Drive, #100, Boulder, CO 80301.
2. Resume or curriculum vitae.
3. Names and contact information of three professional references. (References will not be contacted until you have given permission for us to do so.)

Applications will be accepted until the position is filled, but full consideration will be given to those received by **June 8, 2020**. This position is based in **Washington, D.C.** SHEEO is committed to providing equal employment opportunities and believes that recruiting and developing a diverse and inclusive staff is vital to the success of the organization.