



## **SHEEO Position Announcement: Senior Policy Analyst**

*Located in Washington, D.C.*

### **Position Description:**

The State Higher Education Executive Officers Association (SHEEO) seeks a senior policy analyst to contribute to our efforts to develop state postsecondary data and information resources, provide technical assistance and professional development to SHEEO agency researchers and policy analysts, and collaborate with partner organizations. The ideal candidate for this position will be enthusiastic about working with higher education data, understand how data can inform policy and practice, and use this enthusiasm and knowledge to inform our members and the community about current practices and future trends in public 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](http://www.sheeo.org).

### **Key Responsibilities:**

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

- Contributing to the development, administration, and analysis of SHEEO's "Strong Foundations" survey of state postsecondary systems.
- Coordinating with partner organizations on national postsecondary data initiatives.
- Providing technical assistance and professional development to state-level data practitioners.
- Developing agendas for SHEEO's national convenings of data practitioners, researchers, and policy analysts.
- Managing grant deliverables.
- Developing and maintaining knowledge regarding current activities and future trends in public higher education.
- Representing 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 state- or system-level postsecondary data systems.
- Knowledge of data resources such as IPEDS, NSC, NPSAS, or U.S. Census Bureau.
- Demonstrated statistical expertise.
- Ability to creatively analyze and visualize data and present it to non-technical audiences.
- Skill in establishing priorities and coordinating work on multiple projects.
- Strong written and verbal communication skills.
- An identifiable commitment to advancing equity and student success in higher education.
- Enthusiasm and curiosity for state higher education policy and data-informed policymaking.

### **Preferred Qualifications:**

- Knowledge of state higher education policy and issues.
- Experience working with higher education associations or foundations.
- Experience developing or providing professional development or technical assistance resources.
- Experience conducting education, social science, or public policy research.

### **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 [sheeo@sheeo.org](mailto:sheeo@sheeo.org) and include the following:

1. Letter describing how you meet the requirements of the position addressed to Dr. Christina Whitfield, SHEEO, 1233 20<sup>th</sup> Street NW, Suite 360, Washington, DC 20009.
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 **February 22, 2021**. 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.