



State Higher Education Executive Officers Association

Senior Policy Analyst Job Posting

Located in Washington, D.C.

About the Organization

The State Higher Education Executive Officers Association (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.

SHEEO is particularly interested in providing equal employment opportunities and employing a diverse staff. Read more about SHEEO on our website: sheeo.org.

About the Position:

The position will be **based in Washington, D.C.**, and is *not* eligible for full-time remote/telework. Reporting to the vice president for academic affairs and equity initiatives, the senior policy analyst will conduct research, analysis, and project management on state higher education public policy, including equity initiatives that support improved student access and success. They will manage projects, assist in seeking funding to support these needs, and join all SHEEO staff in yearly conference planning activities and general membership outreach.

Primary Duties and Responsibilities:

- Conduct research and policy analysis on state higher education public policy, including projects on early college, admissions, adult education, transfer, persistence and completion, educator preparation, and workforce development.
- Draft and manage the production of reports, papers, presentations, memos, annual reports, and other written content to disseminate research and analysis to key stakeholders.
- Manage projects that develop and convey information to the postsecondary community.
- Provide project, grants management, administrative, and logistical support to keep projects on track and ensure deadlines are met.
- Develop and maintain knowledge regarding current activities and future trends in public higher education.

- Build and maintain collaborative relationships with partner organizations to advance shared interests in, and support advocacy opportunities for, equitable student access and success.
- Represent SHEEO at and assist in planning and conducting state, regional, and national meetings.
- Support equitable student access and success on research topics and policy analysis through staff collaborations in fields including data systems, finance, governmental affairs, and/or accountability.
- Respond promptly to information requests from SHEEO members and provide other member services, such as current policy research and publications, policy best practices, and learning community inquiries and opportunities.
- Research new opportunities for the funding of projects and build relationships with potential funders around these opportunities.
- Other duties as assigned.

Qualifications and Experiences:

We are looking for a combination of the following qualifications, skills, and experiences:

- A master's degree in a relevant field (higher education, public policy), plus at least three years of experience in a role with similar responsibilities. A doctoral degree is preferred.
- Experience and analytical expertise in one or more of the following areas related to postsecondary education: state-, system-, or institution-level experience and analytical expertise in academic affairs, equity initiatives, institutional research, or student success.
- Experience or a strong interest in helping to secure outside funding for special projects.
- Knowledge of or experience with SHEEO agencies, partner organizations, and/or foundations.
- Strong analytical, critical, strategic thinking, problem-solving, follow-through, and decision-making skills.
- A passion for advancing educational and economic opportunity, diversity, equity, inclusion, justice, and social mobility.
- Fluency in statistics, data visualization, or other specialized skill related to policy research and analysis.

Location and Travel:

This position is based in Washington, D.C., and is *not* eligible for full-time remote/telework and will require periodic national travel.

Salary:

Salary will be commensurate with successful candidate's level of education and experience. SHEEO provides a comprehensive benefits package, including educational assistance.

Term:

This position is currently funded for two years and may be extended based on grant funding.

Application Process:

Applications will be reviewed on a rolling basis, with a priority deadline of **March 25, 2022**.

This position is based in **Washington, D.C.**

To apply, please send an email to sheeo@sheeo.org and include the following:

1. **Cover Letter** describing how you meet the requirements of the position, addressed to Dr. John Lane, SHEEO, 1233 20th Street NW, Suite 360, Washington, D.C. 20036.
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.)

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.