



SHEEO Position Announcement: Policy Analyst

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: www.sheeo.org.

About the position

The position will be **based in Washington, D.C.** and is eligible for a hybrid remote/in-office work schedule. Reporting to the Vice President for Academic Affairs and Equity Initiatives, the policy analyst conducts research and analysis on state higher education public policy, including equity initiatives that support improved student access and success; and joins 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 coordinate the production of reports, papers, presentations, memos, annual reports, and other written content to disseminate research and analysis to key stakeholders.
- Coordinate 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.
- 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/administration), plus at least three years of experience in a role with similar responsibilities.
- Experience and analytical expertise in postsecondary education policy. Specific experience at the federal, state-, or system-level, or analytical expertise in academic affairs, equity initiatives, or student success is a plus.
- Knowledge of, or experience with SHEEO agencies, partner- or member-based organizations, and/or foundations.
- Strong analytic, critical, and strategic thinking, problem-solving, follow-through, and decision-making skills.
- Fluency in statistics, data visualization, or other specialized skills related to policy research and analysis.
- A passion for advancing educational and economic opportunity, diversity, equity, inclusion, justice, and social mobility.

Location and Travel:

This position is based in Washington, D.C., and is eligible for a hybrid remote/in-office work schedule and will require periodic national travel.

Salary and Term:

Salary will be commensurate with successful candidate's experience and demonstrated skill level, with a potential range of \$65,000 to \$80,000. SHEEO provides a comprehensive benefits package, including educational assistance.

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 **June 22, 2022**.

Please apply at <https://sheeo.hiringthing.com/job/434970/policy-analyst> and include the following:

1. A cover letter.
2. A 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.