

Working Title: Director of Research
Job Class: OHE Director
Agency: Office of Higher Education

- **Job ID:** 76459
- **Location:** St. Paul
- **Telework Eligible:** Yes; 3-5 days per week. Will require some on-site work and the ability to attend legislating hearings as needed
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Regular
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 05/07/2024
- **Closing Date:** 05/28/2024
- **Hiring Agency/Seniority Unit:** Office of Higher Education / OHE
- **Division/Unit:** Research
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes; less than 10% to on-site locations and legislative hearings/meetings
- **Salary Range:** \$44.39 - \$61.98 / hourly; \$92,686 - \$129,414 / annually
- **Classified Status:** Unclassified
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) No

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

This position exists to provide policy leadership, research leadership, and analytical support for the Office of Higher Education, its programs, and other organizational activities that support student access to, affordability for, choice in, and completion of Minnesota postsecondary education.

Minimum Qualifications

To facilitate proper crediting, please ensure that your resume/application clearly describes your experience in the areas listed below, and indicate the beginning and ending month and year for each job held:

- Demonstrated ability to conduct advanced statistical research and policy analysis in higher education.
- Knowledge of educational theories, politics, demographic changes, social conditions, and postsecondary education financing.
- Proven competence in the design, execution, reporting, and presentation of research including analyzing and evaluating data using statistical software by applying data management and data privacy best practices to research and policy.
- Understanding of econometric modeling and behavioral research techniques that are relevant to research on higher education.
- Ability to clearly and accurately communicate technical information orally and in writing to successfully disseminate information with stakeholders, postsecondary representatives, executive agency staff, legislators, and the public.
- Experience managing and coaching staff and ensuring collaborative team structures and behaviors.

- Experience managing a budget over \$50,000.00.

Preferred Qualifications

- Knowledge of federal and state policies and programs related to higher education, as well as institutional practices.
- Experience conducting research for higher education institutions, systems, or organizations.
- Demonstrated project management and strategic planning experience.
- Ability to lead cross-functional or multi-organization work groups.
- Experience with creating, revising, and/or interpreting policy and/or statutes.
- Knowledge of state and federal financial aid programs.

Physical Requirements

- Must be willing and able to travel independently throughout the State of Minnesota.
- Ability to position self and move sufficiently to perform repetitive tasks.
- Maintain a stationary position for long periods of time.
- Ability to carry up to 20 pounds of weight on an infrequent basis.

Additional Requirements

- Possession of a valid driver's license or the ability to provide one's own transportation including personal automobile insurance and vehicle for work use. Note: mileage reimbursement is paid to employees approved for use of personal motor vehicle for official work duties.
- SEMA4 Records Check (applies to current and past state employees only)
- Criminal History Check
- Employee Reference Check
- Social Security Verification

How to Apply

Select "Apply for Job" at the top of this page. If you have questions about applying for jobs, contact the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us. For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about this position, contact April Kelley at april.kelley@state.mn.us or [651-259-3943](tel:651-259-3943).

About the Office of Higher Education

The Minnesota Office of Higher Education is a cabinet-level agency providing students with financial aid programs and information to help them gain access to postsecondary education. The agency also serves as the state's clearinghouse for data, research, and analysis on postsecondary enrollment, financial aid, finance, and trends.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities

- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Tuition reimbursement <Remove this bullet if this position is not eligible for tuition reimbursement>
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

EQUAL OPPORTUNITY EMPLOYERS

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the job information line at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.