COUNCIL ON POSTSECONDARY EDUCATION
POSITION ANNOUNCEMENT

Title of Position: Senior Associate, Research and Policy
Period: Full time state government non-merit position
Starting Date: Open until filled, 1st date for submissions to be reviewed will be November 24, 2014.
Compensation: Competitive salary and state benefits

The Council on Postsecondary Education coordinates change and improvement in Kentucky's postsecondary education system as directed by the Kentucky Postsecondary Education Improvement Act of 1997. The Council is a statewide coordinating agency.

The Senior Associate will work with the Director of Research, the Vice President for Policy, Planning and Operations, and other CPE staff to conduct research and data analysis, develop presentations and reports, and assist with stewardship of the Council's data.

Duties and Responsibilities:

- Conduct analysis of student and institutional-level data contained in the Kentucky Postsecondary Education Data System (KPEDS) and other external data sources (e.g., IPEDS, etc.), and collaboratively write and produce summaries, policy briefs, and reports;
- Conduct literature reviews and policy scans to identify the most effective and strategically advantageous policies and practices for achieving the Council's policy objectives, and provide written summaries of findings;
- Produce research and data presentations for use by the CPE president and other senior staff in legislative hearings, Council meetings, and other public settings;
- Track national, state, and regional data sources and make information available to CPE staff;
- Work with data and information unit staff to respond to information requests from institutional representatives, other higher education agencies, legislative researchers, and the media;
- Assist with data management and stewardship;
- Provide staff support to CPE conferences, committees and task forces as needed;
- Conduct analyses using SAS programming (or other statistical package) and various quantitative and qualitative methodologies (e.g., regression analysis, case study, focus groups, etc.);
- Perform other duties as assigned.


**Required:**

- Master’s degree in the Social Sciences, Higher Education, Educational Research, Public Policy, or Statistics, with two to three years of progressively responsible experience in data extraction, research design and statistical work involving collection, compilation, analysis, and reporting of data.
- Experience with institutional research or applied research in higher education;
- One to three years of experience managing and querying large relational databases;
- Experience using programming languages (preferably SAS) to extract data or create and maintain datasets
- Experience extracting, evaluating and manipulating data for reporting and analysis.
- Strong communication and interpersonal skills with a desire to work as part of a team and to interact with the higher education community;
- The ability to prioritize competing demands in a changing, collaborative environment; and
- Strong follow-through skills and attention to detail, especially under deadline pressures;

**Preferred:**

- A doctoral degree;
- A mix of strong analytical, research, writing, and communication skills, with an emphasis on quantitative analysis and the interpretation and presentation of quantitative data;
- Experience with program/policy evaluation or assessment of targeted interventions;
- Knowledge of and skill in the use of advanced statistical methods and computer modeling techniques and analysis software;
- Data visualization techniques;
- Data quality, data auditing or substantial data management experience.

**Contact Information:**

Interested applicants should send a letter of application specifically addressing the responsibilities and qualifications of the position; a curriculum vita or resume; a writing sample, and, the names, titles, and contact information for at least three professional references to:

Rebecca Bowman, Human Resources
Kentucky Council on Postsecondary Education
1024 Capital Center Dr., Ste. 320
Frankfort, KY 40601
Rebecca.Bowman@ky.gov

The Council on Postsecondary Education is an equal opportunity employer.