

Institute for Higher Education Policy Research Analyst/Senior Research Analyst

The Institute for Higher Education Policy (IHEP) is a nonpartisan, nonprofit organization committed to promoting access to and success in higher education for all students. Based in Washington, D.C., IHEP develops innovative policy- and practice-oriented research to guide policymakers and education leaders, who develop high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY

The Research Analyst is a qualified and experienced individual who conducts research that furthers the development of public policy agendas and provides project coordination in support of multiple organizational goals.

PRIMARY RESPONSIBILITIES

- Conducts research and analysis of postsecondary education issues and writes reports, briefs, concept papers, power point presentations, memos, and other content
- Engages in effective project management, which includes responsibility for content and logistic development, management of timeline and activities, communication with project participants, budget oversight, and funder reporting, etc.
- Assists with the development of appropriate methods for assessing intervention impact and policy-relevant practices, as well as dissemination efforts
- Collaborates with and provides assistance to other departments and staff as required
- Maintains IHEP's relationships with partnering organizations, funders, and others
- Other duties, as requested

Depending on experience, candidates may qualify for a Senior Research Analyst position, with additional responsibilities:

- Generates new ideas that support strategic direction of the research division
- Assists with the development and preparation of grant proposals/reports and contracts
- Supervises multiple project teams and evaluates project teams on project development/outcomes

QUALIFICATIONS

This position requires a four-year degree and/or at least two years of experience working in the postsecondary education policy arena, with substantial experience in researching and writing policy reports. A Master's/Doctoral degree in education, policy, or related field is preferred. The ideal candidate will be able to write clearly, effectively, and persuasively in relation to postsecondary education research and policy, and exhibits flexibility and creativity in their work. This position requires knowledge and experience with both quantitative and qualitative research.

How to apply:

Salary is competitive and commensurate with experience. This position is based in Washington, DC and will include some travel. IHEP offers a comprehensive benefits package. Interested candidates should send a cover letter and resume to researchanalyst-jan2012@ihep.org.

