

Special Assistant to the President

The Institute for Higher Education Policy (IHEP) is a Washington, D.C.-based nonprofit, nonpartisan organization whose mission is to foster access and success in postsecondary education through public policy research and programmatic activities that inform and influence the policymaking process. IHEP serves as a resource for government agencies, higher education organizations, philanthropic foundations, and others committed to increasing access and success in postsecondary education.

Primary responsibilities for the Special Assistant include:

- Work closely with the president and senior staff on strategic planning, development, and communications efforts
- Provide key support to IHEP staff on special projects, including the College Completion Coalition
- Serve as an internal expert on current and anticipated education policy issues, providing analysis and technical assistance on legislative and policy-relevant higher education issues
- Provide administrative support to the president (scheduling meetings; coordinating travel; preparing briefing materials; speaking engagements and presentations; email correspondence)
- Interact daily with all staff and serve as the liaison to the IHEP Board of Directors
- Represent IHEP at external meetings and conferences
- Provide assistance to other IHEP staff members as needed

Requirements:

A Master's degree with 2-3 years work experience (some interest or experience in higher education is appreciated). Applicant must possess strong communication skills (oral and written) and have an approachable demeanor and positive attitude. Must be able to take initiative and work independently. Excellent organizational skills, dependability, and adaptability (due to changing priorities and interruptions) and are essential. Ability to handle confidential information appropriately and with discretion is needed.

Candidates should submit a cover letter, resume, and writing sample to specialassistant@ihep.org. No calls please. For more information about IHEP, please visit our Web site at www.ihep.org.

