

**Institute for Higher Education Policy  
Assistant Director of Applied Research**

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, with a special focus on underserved student populations. 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 Assistant Director of Applied Research will manage a large-scale national initiative that focuses on helping two- and four-year institutions pursue what we call “[degree reclamation](#)” strategies—evidence and equity-based strategies for institutions and systems to support students who have accumulated roughly two or more years’ worth of credit, yet stopped out before actually receiving a degree. This work includes providing strategic oversight to the overall project, managing the project’s implementation, managing the recruitment process to onboard a critical mass of states and institutions into the initiative, and building partnerships to ensure meaningful participation. A successful candidate will be passionate about college access and success and strengthen IHEP’s mission and impact by helping us find new and creative ways to support degree reclamation strategies. This position reports directly to the Vice President of Applied Research.

**PRIMARY RESPONSIBILITIES:**

- Supervise the day-to-day work associated with this multi-year, multi-million dollar effort, including support staff, consultants, and technical assistance providers; proactively plan end-to-end workflows; and remain knowledgeable and informed about the status of all tasks throughout the project lifecycle.
- Build relationships with intermediary organizations, including state higher education authorities, advocates for minority serving institutions, associations of independent higher education institutions, and community groups to participate and recruit individual institutions to the effort.
- Manage the continuous improvement of an effective online learning and training program that IHEP launched this year to communicate how to scale degree reclamation strategies to stakeholders from institutional administration and student data management (i.e., university registrar and institutional research), state data systems, and higher education agencies.
- Help research partners execute a robust quantitative and qualitative research agenda, drawing upon familiarity with postsecondary datasets such as IPEDS, BPS, and NPSAS, the grade-cohort longitudinal studies (e.g. ELS-02 from NCES), and National Student Clearinghouse reports.

- Monitor and analyze developments in state reverse transfer, credit articulation, data-sharing policies and advocacy efforts, discoveries from the research project team; propose new research in response to these events; and provide research-based feedback for relevant federal and state-level policy discussions.
- Collaborate with the degree reclamation project research team to design and execute learning experiences for practitioners in the field.
- Proactively coordinate the work of this initiative with other efforts on the Applied Research team, and at IHEP broadly, that focus on increasing the completion of “Some College, No Degree” students.
- Manage the project budget and ensure efficient use of organizational resources.

### **PROFESSIONAL SKILLS:**

- Excellent verbal, interpersonal, and written communication skills with a strong attention to detail.
- Adaptability under pressure and ability to reprioritize and delegate work among team members in response to shifting goals or priorities.
- Able to anticipate and forestall problems, proactively seek solutions, and push projects to completion.
- Empathetic and collegial, with the ability to develop positive internal and external relationships.
- Strong analytical, critical and strategic thinking, problem-solving, and decision-making skills.

### **QUALIFICATIONS and EXPERIENCE:**

- Unwavering commitment to IHEP’s mission of using research to inform policies that improve postsecondary opportunities, access, and success for low-income students, students of color, and other underrepresented groups.
- Strong relationships with state-based higher education leaders.
- Practical experience with institutional administration and student data management (i.e., university registrar and institutional research) and/or state data systems and higher education agency functions.
- Familiarity with reverse transfer and other strategies that encourage degree completion among underserved student populations.
- An advanced degree in an education or policy-related field with at least three to five years related work experience is highly preferred; however, we will consider candidates with a bachelor’s degree in an education or policy-related field with at least five to seven years of related work experience.
- Experience managing a team.
- Experience with both quantitative and qualitative research methods, specifically use of postsecondary datasets such as IPEDS, BPS, and NPSAS, the grade-cohort longitudinal studies (e.g. ELS-02 from NCES), and National Student Clearinghouse reports.
- Ability to travel.

**COMPENSATION:**

Salary is competitive and commensurate with experience. IHEP offers a comprehensive benefits package.

**HOW TO APPLY:**

Interested candidates should submit a **cover letter**, **resume**, and **writing sample** (no more than five pages, sections from a longer paper are fine) to be considered for this position. To apply, please click [here](#).

*The Institute for Higher Education Policy is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work.*