

Institute for Higher Education Policy

Short-term Project Consultant

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.

SUMMARY:

IHEP is seeking to contract with a temporary project consultant to perform a series of net price calculations and corresponding data entry, in support of an ongoing IHEP research project. We estimate the task will take approximately 48 hours of work to complete. This opportunity is ideal for a graduate student or other individual looking to engage in part-time work and gain further experience with higher education data and policies.

RESPONSIBILITIES:

- Follow a specific research protocol designed by project staff.
- Conduct a series of approximately 300 net price calculations using web-based tools.
- Perform data entry tasks and produce final results.

QUALIFICATIONS:

- Available to work remotely with your own computer.
- Capacity to devote approximately 48 total hours of work, ideally within a two-week timeframe.
- Experience using institutional net price calculators, and familiarity with key college affordability terminology (e.g., "cost of attendance").
- Ability to follow instructions, and to reach out with clarifying questions in a timely manner.
- Basic quantitative skills, and Microsoft Excel proficiency.
- Excellent focus and attention to detail.

HOW TO APPLY:

Interested candidates should submit a **cover letter** and **resume** and apply [here](#).

