

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:

We are considering candidates for either an analyst or senior analyst level position based on their education and background experience. Both positions will conduct policy research and analysis that furthers the development of public policy agendas and provides project coordination in support of multiple organizational goals; however, the senior analyst will be expected to play a larger role in conceptualizing ideas and leading projects with less oversight as further described below.

PRIMARY RESPONSIBILITIES:

- Conduct quantitative and qualitative research and analysis of policy- and practice- relevant postsecondary education issues, including conducting literature and policy scans, designing and performing data analyses, and summarizing findings. A senior analyst is expected to conceptualize research and policy ideas and lead content development with only moderate oversight.
- Write reports, briefs, concept papers, PowerPoint presentations, memos, and other content to disseminate research and analysis to key policy- and practice-audiences. A senior analyst would help conceptualize the framework for these writings and identify materials that can be used to advocate IHEP positions to policymakers (e.g. one-pagers, fact sheets, infographics). Written products may include ghostwriting testimonies or other public statements for senior leadership.
- Monitor and analyze developments in postsecondary education issues in the media, and legislative and regulatory activity, including the implementation of state and federal laws. Research and prepare internal and external memos and reports that convey the impact of these policy proposals, respond rapidly to time-sensitive requests from media, policymakers, and partner organizations around these topics. A senior analyst would help IHEP strategize responses, organizational positions, and counter-proposals, as appropriate.
- Build and maintain IHEP's relationships with partnering organizations, policymakers, funders, and others. Senior analyst will be expected to serve as point person for key relationships and identify and build new strategic relationships.
- Engage in effective project management, which includes responsibility for content and logistic development, management of timeline and activities, communications with project participants, budget management, etc.
- Evaluate research methods. A senior analyst would propose innovative approaches to research projects on new or expanding program and policy areas.
- Collaborate with and assist other departments and staff as required.
- Other duties, as requested.

QUALIFICATIONS:



INSTITUTE FOR HIGHER EDUCATION POLICY
1825 K Street, NW, Suite 720
Washington, DC 20006

202 861 8223 TELEPHONE
202 861 9307 FACSIMILE
www.ihep.org WEB

- A bachelor's degree in an education- or policy-related field. A master's degree in an education or policy-related field is highly preferred.
- At least one to two years of related work experience for the research analyst position, and at least five to seven years of related work experience, or an advanced degree in an education or policy-related field with three to five years related work experience for the senior analyst role.
- Must demonstrate ability to work independently and manage multiple projects with strong interpersonal skills to work effectively in a team environment. We seek candidates who are flexible, adaptable, detail-oriented, responsive to changing priorities, and committed to being problem-solvers.
- Knowledge of and experience with postsecondary data policy and financial aid policy highly preferred.
- Experience with postsecondary datasets such as IPEDS, BPS, and NPSAS highly preferred. Knowledge and experience with both quantitative and qualitative research required.

PROFESSIONAL SKILLS:

- Excellent verbal, interpersonal, and written communication skills.
- Strong attention to detail and ability to follow through and push projects to completion.
- Success leading/championing projects.
- Strong analytical, critical thinking, problem-solving, and decision-making skills.

HOW TO APPLY:

Salary is competitive and commensurate with experience. This position is based in Washington, D.C., and will include occasional travel. IHEP offers a comprehensive benefits package. Interested candidates should submit a **cover letter**, **resume**, and **writing sample** (no more than five pages, sections from a longer paper are fine) and apply [here](#).