

Institute for Higher Education Policy 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, with a special focus on underserved populations. Based in Washington, D.C., IHEP develops innovative, equity-centric policy- and practice-oriented research to guide policymakers and education leaders in developing high-impact policies that will address our nation's most pressing education challenges.

JOB SUMMARY:

IHEP is seeking a Research Analyst for its applied research team. S/he will provide assistance and support on research projects that further the practical application of promising practices that drive postsecondary attainment, particularly for underserved students, such as adult learners and incarcerated or formerly incarcerated individuals. S/he will assist with the preparation of research reports, publications, presentations, learning experiences, and grant documents.

PRIMARY RESPONSIBILITIES:

- Provide logistical and administrative support to various large-scale, grant-funded projects involving multiple organizational/institutional partners.
- Conduct quantitative and qualitative policy research and analysis of federal, state, and institutional level policy barriers for expanding postsecondary access and success for underserved students.
- Monitor and analyze developments on postsecondary education issues in legislation, regulation, and the media. Support the preparation of analytical reports, research papers, and presentations.
- Design learning experiences for stakeholders from higher education institutions, K-12 school districts, community-based organizations, business leaders, local elected officials and state agencies around postsecondary completion efforts.
- Maintain positive relationships with partnering organizations, funders, and others.
- Engage in effective project management and support, which may include responsibility for content and logistics development, management of timeline and activities, communications with project participants, and budget oversight.
- Work with IHEP's Operations team to track and manage grants, including expenses, deliverables, and budget modifications.
- Collaborate with and provide assistance to other departments and staff as required.
- Meaningfully contribute to other office needs as they arise.



QUALIFICATIONS and EXPERIENCE:

We are looking for a combination of the following qualifications and experiences:

- A bachelor's degree, and at least 2 or more years of work experience. A master's degree is preferred.
- Knowledge of and experience with programs or practices focused on college readiness, postsecondary student supports, and workforce development for underserved students.

PROFESSIONAL SKILLS:

- Must demonstrate ability to work independently and manage multiple projects as well as strong interpersonal skills to work effectively in a team environment.
- 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 with the ability to remain flexible and adaptable to changing priorities.
- Strong analytical, critical and strategic 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 some travel. IHEP offers a comprehensive benefits package.

Interested candidates should submit a cover letter, resume, and short writing sample (no more than five pages) and apply [here](#).

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