



## Academic Policy Officer

**Position Summary:** The Academic Policy Officer is an essential part of the Academic Affairs Research and Technology team and the ideal candidate will bring passion and enthusiasm for enhancing access to quality higher education options for all students. Major responsibilities will include coordinating transfer policy and statewide articulations agreements; facilitating work with the Student Affairs and the GE 25 Councils; working collaboratively on the implementation of and institutional compliance with the state's higher education accountability system; collaborating on initiatives to support Colorado's P-20 focus; and other duties as assigned. The Academic Policy Officer is a professional exempt position in the Department of Higher Education and will report to Colorado's Chief Academic Officer.

### Nature of Work and Responsibilities:

- Manage and enforce statewide transfer policy, including, at a minimum the coordination of all review cycles for general education courses nominated under the policy and provide leadership to assist in the development of statewide transfer and articulation agreements;
- Support the convening and coordinating of Colorado's general education advisory council (GE25) and other meetings on related topics;
- Collaboratively oversee institutional compliance with Colorado's performance contracts;
- Using collected data and information, create annual report detailing institutional compliance with performance contracts;
- Support the convening and coordinating of the Student Affairs Council;
- Act as an advocate for student access to and success in postsecondary options;
- Design and complete research projects and other initiatives as needed in support of the Colorado Commission on Higher Education's role as the postsecondary coordinating board; and
- Other Duties as assigned by Colorado's Chief Academic Officer.

### Minimum Qualifications:

- Master's Degree in higher education, public administration, public policy or related field;
- Extensive experience working as a or with faculty member(s);
- Experience in academic advising directly addressing transfer issues;
- Ability to prepare and present oral and written material to official public bodies;
- Ability to plan, organize, and complete assignments independently;
- Ability to communicate effectively, both orally and written;
- Ability to carry out and prioritize multiple tasks and assignments in a timely manner;
- Demonstrated experience positively impacting student success;
- Experience with and knowledge of higher education policies and state regulatory affairs and the complex environment of postsecondary public policy;

**Preferred Qualifications:**

- Terminal Degree in higher education, public administration, public policy or related field (PhD, EdD, etc.);
- Minimum five years professional work experience in higher education at a campus or system.

For priority consideration, please submit your letter expressing your interest in this position speaking to the requirements noted above, your resume, and a list of 5 professional references by Nov 15, 2010. This position will remain open until filled.

Employees at the Colorado Department of Higher Education are offered excellent benefits including; medical, dental, life and much more. We provide a benefit allowance to offset the benefit cost. We participate in the ECO PASS Program at minimal cost to the employee.

**Interested Applicants**

Please submit a letter of interest, resume, and the names and contact information of five references to:

Cindy Langan, DHE Human Resources  
1560 Broadway, Suite 1700, Denver, CO 80202  
Fax to 303-296-4811  
Email to [jobs@collegeinvest.org](mailto:jobs@collegeinvest.org)