



**Job Announcement**  
**Colorado Department of Higher Education**  
**Higher Education Policy Analyst**

## **Nature of Work and Responsibilities**

The DHE Policy Analyst reports to the Director of Policy Initiatives and works with the CCHE and other divisions of the Department to provide analytical support on key policy initiatives for Colorado higher education. In carrying out these responsibilities, the Policy Analyst will support the Director of Policy Initiatives in:

- Monitoring and tracking higher education policy issues at the state and national level;
- Drafting regular policy white papers or issue briefs;
- Providing input to and gaining information from the Commission's work plan items;
- Developing and maintaining relations with key partners, agencies and organizations critical to the achievement of DHE policy goals.

## **Educational Requirements/Qualifications**

*This position requires the following background and experience:*

- Knowledge of higher education policies and state regulatory affairs;
- Knowledge of current research methodologies and the ability to apply them to statewide higher education issues, such as access to higher education;
- Knowledge of and skill in the use of computer modeling techniques, including uses of relational databases and analysis systems such as SPSS or SAS and advanced spreadsheet tools;
- Ability to prepare and present oral and written material regarding project analysis;
- Ability to plan, organize and complete assignments independently;
- Effective communication skills (oral and written)
- Ability to carry out multiple assignments and to effectively respond to deadlines;
- Applicable statistical or research experience;
- Master's degree (or equivalent course work) in Higher Education, Sociology, Public Administration, Policy Analysis or related field; and
- Minimum of two years work experience in higher education policy and research.

For consideration, please submit your letter expressing your interest in this position speaking to the requirements noted above, your resume, and a list of 3 professional references .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 three 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)