

## **Research and Information Policy Officer**

The Colorado Department of Higher Education (DHE) invites applications for the Research and Information Policy Officer to perform analytical duties and be a liaison of information between postsecondary and secondary education for the State of Colorado.

### **Nature of Work and Responsibilities:**

The Research and Information Policy Officer will gather and analyze research related to the intersection between high school and postsecondary education including higher education expectations, alignment of assessments, impacts of developmental education programs, and other student level data. Through an interagency data agreement and the ability to share and link student-level data, DHE will work with the Colorado Department of Education to help districts better understand individual student performance as they progress through the P20 education systems. More specifically, the data analyst will prepare postsecondary performance reports for each high school, including enrollment, concurrent enrollment, remedial placement (including score ranges), student performance, retention, and grades. The data will be disaggregated by numerous demographic and performance outcome measures and will be made public on the District at a Glance website and distributed individually to district representatives. Additional duties include responding to data requests and needs of districts, high schools, and educational organizations. This person will prepare and write numerous legislative required reports including but not limited to the annual Postsecondary Progress and Success of High School Graduates and the Concurrent Enrollment report. This position will also work closely with the internal Academic Affairs division and the Colorado Department of Education to align P20 initiatives through a data lens. Lastly, the position will perform research and analytical functions as needed as part of the Research division.

The Research and Information Policy Officer works with the Research division of DHE and directly reports to the Director of Research and Information.

### **Requirements:**

The Research and Information Policy Officer should have a broad understanding of research and policy relevant to secondary and postsecondary education, a combination of organizational and research skills as indicated by a preferred master's degree or higher in education, evaluation, statistics, public policy, social sciences or pertinent field, and strong problem-solving skills.

Specifically, the background and experience would include:

- Knowledge of higher education and K12 education policies;
- Knowledge of current research methodologies and statistical techniques;
- Ability to plan, organize and complete assignments independently;
- Effective oral and written communication skills;
- Ability to carry out multiple assignments;
- Competency with Excel and SPSS or SAS;
- Master's degree or higher (or equivalent course work) in Higher Education, Education, Sociology, Public Administration, Policy Analysis, Statistics or related field; and
- Minimum of two years' work experience in education and higher education policy and research.

**Salary Range:**

\$58,000 to \$61,000, contingent upon experience.

**This position is non-classified and exempt from the rules of the Colorado State Personnel Board**

**Employment is contingent upon successful completion of a criminal background check.**

**Application Procedures:**

**Apply by, March 27, 2015 5:00 pm**

Please submit a cover letter, resume, salary history, and the names and contact information of three references to:

clangan@college-assist.org

or

Colorado Department of Higher Education

Human Resources

1560 Broadway, Suite 1600

Denver, CO 80202

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