

Chief Strategy and Research Officer

Colorado Department of Higher Education

POSTING DATE: March 20, 2018

CLOSING DATE: April 2, 2018

COMPENSATION: \$100,000.00 - \$110,000.00 annually

POSITION DESCRIPTION

POSITION SUMMARY: The Chief Strategy and Research Officer (CSRO) is a senior officer in the Colorado Department of Higher Education who provides leadership in developing, executing, and sustaining the Department's data, research and strategic activities. With the Chief Operating Officer (COO), the CSRO will develop a mission, vision and strategic plan to carry out all data collection and research activities as well as ongoing intradepartmental coordination of resources, policies, and strategic initiatives. The CSRO drives greater transparency and accountability of the Department's priorities and initiatives. This CSRO is responsible for surveying the national landscape for new postsecondary innovations and best practices. Additionally, the CSRO is responsible for assessing and reporting on the progress and success of the Department's strategies and policy initiatives. The CSRO provides supervisory support to a team of data collection specialist, developers, and research officers and coordinates the preparation and submission of state-level reports related to higher education enrollment, attainment, and performance. The position currently reports to the COO of the Department of Higher Education.

Essential Duties & Responsibilities

- Assists in the strategic planning and implementation process of the Department and measures performance and progress towards goals;
- Leads efforts of the Department to use data to shape policies and illustrate the Master Plan goals and Department's strategic priorities;
- Oversees, in collaboration with the data and technology team, the collection, storage, analysis, and dissemination of statistics and other information related to postsecondary education in Colorado;
- Oversees the development and implementation of a knowledge management infrastructure and leads in the management of organizational knowledge as a strategic asset to further the organization's goals;
- Leads the Department's approach to accountability, measurement and evaluation through a postsecondary dashboard tied to reporting progress towards the Department's Master Plan;
- Leads the Department towards implementation and integration of evidence informed policy decision making;
- Oversees the timely collection and revision of Student Unit Records Data System (SURDS) files from the Colorado public institutions required to comply with the Colorado Commission on Higher Education (CCHE) state and federal reporting mandates;
- Oversees the generation of reports which support research and policy development for the Department, Colorado Commission of Higher Education (CCHE), and postsecondary education and advises Department staff on research design and data use to support their policy initiatives;
- Ensures accuracy and integrity of the information, data and reports generated from the SURDS collection process and adheres to FERPA, HB03-1175, and other student right to privacy mandates;
- Oversees compliance with Title IV of the Higher Education Act of 1965, Title IV & VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, by directing the submission of data to the

National Center for Educational Statistics (NCES) and to the Integrated Postsecondary Education Data System (IPEDS);

- Oversees the coordination of the SURDS system and NCES/IPEDS systems for CCHE and the State of Colorado;
- Serves as primary liaison regarding all data and research matters with other state agencies;
- Serves as primary representative for data related external meetings and committees including the Government Data Advisory Board and the Education Data Subcommittee.
- Chairs the Data Advisory Group (DAG) and is the liaison between the state and institutional research representatives at Colorado public colleges and universities;
- Conducts data collection, data analysis and research related to the state's higher education accountability system;
- Assists with the development of policy options through collecting, analyzing, and reporting of relevant data; mining existing data for a variety of uses. Areas may include student transfer, retention and completion; learning outcomes; employer satisfaction; longitudinal research on student outcomes;
- Designs and implements research studies and works with external constituencies to collect pertinent data and develop appropriate analysis techniques;
- Administers other projects related to analysis and development of programs as well as regulatory and audit functions performed by the agency.

SUPERVISORY DUTIES: Supervision of division personnel (approximately 10 FTE); assigning of staff duties and responsibilities; support of staff development and training; continuing professional development; and employee performance appraisal.

OTHER DUTIES/RESPONSIBILITIES: Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills and Abilities

The CSRO must possess: a broad understanding of research and statistics relevant to higher education; a combination of organizational and research skills; experience and expertise in strategic analysis of data to drive policy, demonstrated experience in working in a team environment of mutual respect and collaboration; strong problem-solving skills in analyzing data from multiple perspectives and in a variety of combinations; the ability to operate effectively in a variety of politically sensitive settings. Must be able to consistently deliver high quality outcomes under demanding (and multiple) time pressures. Essential knowledge, background, competency and skills for the position include the following:

- Facility with statistical analysis software, including SPSS, Excel, and Access;
- Facility with statistical techniques, descriptive and inferential, quantitative and qualitative;
- General knowledge of quantitative skills applicable to research in postsecondary education, including the ability to apply statistical techniques to data as appropriate and evaluate data validity against established standards;
- Understanding of higher education processes, variables, and data;
- Excellent oral and written communication skills;
- Demonstrated report writing experience;
- Advanced knowledge of database design and development techniques, including data mining;
- General knowledge of higher education legislation and policy at the federal and state levels

Education: Minimum of a Master's degree in Higher Education, Public Administration, Statistics or related field earned from an accredited college or university. Doctor of Philosophy in a related field is strongly preferred.

Experience: Minimum of five (5) years of experience in education research and information management required. Experience working with higher education systems, public governing boards, and managing professional staff strongly preferred.

PREFERRED QUALIFICATIONS:

- Knowledge of public boards, state agencies, and government budget processes;
- Advanced statistical techniques;
- Demonstrated ability to work with a wide variety of stakeholders – board members, campus personnel, legislators, and the general public;
- Knowledge of postsecondary education policy and policy trends;
- Knowledge of state and federal privacy laws and rules, federal data reporting requirements, and related regulatory activities ;

Requirements: Valid Colorado state driver's license. Infrequent travel requiring occasional overnight stays.

Working Conditions: Works in a normal office environment with standard office equipment (such as phones, fax, copiers and personal computers). The normal working hours are 8 am to 5 pm, Monday through Friday. Irregular hours (evenings and weekends) may be necessary to accomplish business requirements.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

clangan@college-assist.org

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: The position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity Employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.