



<b>JOB TITLE:</b> Research and Policy Analyst	<b>POSTING DATE:</b> December 19, 2014
<b>POSITION STATUS:</b> Exempt, Salary, Full-Time* <i>*Position is grant funded</i>	<b>LOCATION:</b> Columbus, Ohio

The Ohio Association of Community Colleges is seeking a highly motivated and detail-oriented professional to join the organization as a Research and Policy Analyst. The Research and Policy Analyst is a member of the Student Success Center team, reporting to the Director. The person in this position will work closely with OACC staff, member colleges, and partner organizations to conduct innovative and provocative research and data analyses, publish reports, and engage in public advocacy.

**Responsibilities:**

The Research and Policy Analyst’s responsibilities will include but are not limited to the following:

- Support the OACC’s efforts to leverage data and research to inform practice, including assisting with the development of tools and processes to aid community college improvement efforts.
- Analyze relevant data and research and develop policy proposals on key higher education issues.
- Conduct research studies to identify initiatives that are successfully enrolling and graduating community college students, or making fast or significant progress. Write profiles on promising policies and practices.
- Conduct literature reviews and policy scans to identify effective and strategically advantageous policies and practices for improving outcomes in higher education. Provide written summaries of findings.
- Understand and evaluate the impact of Ohio’s performance-based funding model for community colleges.
- Analyze state and national datasets to identify barriers to access and success of community college students in higher education.
- Package research and data in OACC presentations and reports for a variety of audiences—and in response to rapid response inquiries from staff, policymakers, the media, and the public.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

**Qualifications and Experience:**

- Bachelor’s degree required, master’s degree preferred; degree in education, business, public policy, statistics or related field strongly preferred.
- Strong analytical, research, writing, and communication skills, with an emphasis on quantitative analysis and interpretation, and the ability to present quantitative data to a variety of audiences.
- Basic understanding of current policy issues and trends in higher education.
- Experience using Excel, Access, and PowerPoint; SAS or SPSS experience a plus.
- Experience in higher education policy and/or research including state and national datasets (e.g. HEI, IPEDS).
- Ability to prioritize competing demands in a fast moving, highly collaborative environment.
- Strong follow-through skills and attention to detail, especially under deadline pressures.
- Strong interpersonal skills; desire to work as part of a team and interact with the higher education community.
- Self-motivated and able to work independently.
- Understanding of and commitment to the mission of community colleges and the OACC.

**Conditions of Employment:** This is a full-time, grant-funded position with excellent benefits including healthcare, dental and vision insurance, vacation, paid holidays, retirement, flexible spending account and more. Work hours may require meeting with individuals at member colleges, implementing special events, making presentations, etc. This requires an ability to drive to offsite locations and transport materials (up to 25 lbs.) to and from vehicle.

**Compensation:** Minimum of the hiring range is \$35,000; placement beyond based on experience.

**Application Process:** Submit a cover letter, resume, at least three references, and a professional writing sample (three pages or less) to [info@ohiocc.org](mailto:info@ohiocc.org) with “OACC Research & Policy Analyst” in the subject line. Incomplete applications will not be considered. Application review will begin January 12 and continue until position is filled.

*The Ohio Association of Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the OACC at 614-221-6222.*