



POSITION ANNOUNCEMENT

Date	August 19, 2011
Position Title	Post Doctoral Assistant – Research and Policy Analyst (<i>3 positions available</i>) Division of Policy and Planning
Classification	Non-Classified, Exempt - Full-time/Benefits Eligible

Overview. The West Virginia Higher Education Policy Commission (HEPC) Division of Policy and Planning is seeking a full-time post doctoral assistant in policy research to assist with the analysis, interpretation, and presentation of data resulting from statutory and internal inquiries conducted by the Commission. As the statewide coordinating board for all public, baccalaureate degree-granting institutions in West Virginia, HEPC is building capacity for practice- and policy-relevant research to address the pressing educational needs of the State and Appalachia more generally. The successful candidate will join a diverse team of policy analysts working to engage policymakers, educators, and researchers at the local, state, and national levels. The position has the potential for preparing the incumbent for a career in higher education policy analysis and research. *This is a time-limited, 18-month position with the possibility of extension contingent upon external funding.*

Duties and responsibilities. Under the general direction of the Senior Director of Policy and Planning, the Research and Policy Analyst is responsible for working with education policy information professionals to conduct research in support of state level master planning; legislative accountability; student access and success; retention and persistence; and policy analysis for decision making.

Knowledge, skills and abilities (KSAs). The successful candidate will have (a) strong written and verbal communication skills, interpersonal acumen, and the ability to work productively in a team environment; (b) demonstrated ability to access and analyze a wide array of student-level, institutional, state, and national datasets; (c) experience in applied and scholarly research in higher education; and (d) demonstrated ability to organize tasks and align them with the division's goals in an environment of competing deadlines and changing priorities. The successful candidate will be familiar with research design and data analysis, have the ability to use statistical packages such as SPSS, SAS, or Stata, and be familiar with the field of higher education studies.

Education and experience. Doctoral degree in education, public policy, or a related field is required. Ideally, the candidate will have (a) long-term career interests in the field of higher education policy research, (b) interests in pursuing publication of research in scholarly outlets, (c) and experience with or interest in helping secure grant funding.

Salary. \$40-50,000 plus benefits, in addition to participation in conferences and meetings at which the incumbent's research is presented; and the opportunity to participate in training and the higher education policy process.

Closing date. Position is opened until filled. Priority consideration will be given to application materials received on or before September 5, 2011.

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Application process. This is a temporary time-limited position not to initially exceed 18 months. Continuation is contingent upon external funding. Qualified candidates should submit (1) a letter of interest, (2) curriculum vitae, (3) a recent example of a scholarly or policy analytic writing; and (4) the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically **via e-mail** with **Post-Doc/Research and Policy Analyst** in the subject line to: Ms. Karen Martin, Human Resources at Martin@hepc.wvnet.edu.

For more information, contact Mr. Rob Anderson (randerson@hepc.wvnet), Senior Director of Policy and Planning.