

## POSITION ANNOUNCEMENT

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia. **The position offers the option of remote work along with opportunities for advanced training and professional development.** Remote work arrangements are considered on a case-by-case basis.

**Position Title:** Research and Policy Analyst

**Classification:** Full Time, Non-Classified, Exempt, Benefits-Eligible

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**Overview:** Reporting to the Senior Director of Research and Policy, the Research and Policy Analyst will be responsible for collecting, analyzing, and interpreting West Virginia-specific higher education data in order to provide accurate and meaningful information to stakeholders. As an integral member of the agency's research team, the position works closely with colleagues to support data-driven decision making at the agency and campus levels by producing executive summaries, research reports and interactive data tools for both technical and non-technical audiences.

**Duties and Responsibilities:** Fulfills data requests from a variety of interested parties, such as internal Commission and Council staff, campus administrators, education researchers, and state legislators. Synthesizes research needs into salient, specific data requests to internal data programmers, followed by analyzing, interpreting, and presenting the data in a meaningful manner. Produces annual agency reports and data resources including statutorily mandated higher education reports and the public facing web-based data portal. Supports data-driven decision making at the campus level by providing direct support and training to institutional research personnel.

**Preferred Knowledge, skills and abilities:**

Experience with the use of statistical and reporting packages such as SPSS, Tableau and Argos is desired. Knowledge of SQL and/or PL/SQL is preferred but not required. Training in the use of Tableau and Argos may be provided by the agency.

**Required Knowledge skills and abilities:**

Applicant must possess knowledge of higher education administration and information needs; must be highly organized and detail oriented with strong written and verbal communication skills, interpersonal acumen, and the ability to work productively in a team environment.

This position requires the ability to access and analyze a wide array of student-level, institutional, state and national datasets as well as the ability to complete diverse tasks ranging from long-term, multi-stage research projects to fast-paced legislative data requests.

Must be familiar with research design and data analysis. Intermediate statistics proficiency is required.

Ability and willingness to learn new data analysis and reporting software and advanced proficiency in Microsoft Office suite are required.

Must be willing to work collaboratively with colleagues in a team environment.

**Salary Range:** Competitive salary, commensurate with experience.

**Minimum education and experience Requirements:**

A minimum of a master's degree in higher education, data analytics, research methods, or a related field is required. An earned doctorate is preferred. A minimum of three years of institutional research or related experience is required.

**Closing date:** Applications will be accepted until position is filled. Review of applications begins immediately.

**Application process:** Qualified candidates must submit a letter of interest, a current resume, a professional writing sample, and titles, phone numbers and e-mail addresses for three professional references. Candidates may be asked to complete a performance task that demonstrates their ability to analyze a sample data set and articulate findings. Final candidates are subject to employment and credential verification, as well as, reference and background checks. Submit all information electronically **via e-mail** with "Research and Policy Analyst" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at [hepc.hr@wvhepc.edu](mailto:hepc.hr@wvhepc.edu).

**Equal Opportunity/Affirmative Action Employer/Veterans/Disabled**

*The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.*