

Director, Research and Policy

Association of Independent Colleges & Universities of Ohio (AICUO) in Columbus, Ohio

The association is seeking a candidate to fill the position of **Director, Research and Policy**. The Director will provide research and policy development assistance to the association under the Vice President, Government Relations.

Duties and Responsibilities:

- Perform primary and secondary research projects on behalf of the association and its members
- Thorough knowledge and understanding of the Integrated Postsecondary Education Data System (IPEDS)
- Create a policy development program that includes monthly issue briefs as well as policy analysis
- Oversee the Graph of the Week production
- Coordinate the association's group of Financial Aid Directors
- Prepare PowerPoint presentations for association President
- Generate and maintain research databases
- Assist in the production of the association's publications
- Support the Vice President, Government Relations
- Represent the sector at third-party meetings and events
- Create and evaluate the association's multiple survey needs

Skills and Qualifications:

- Experience with Adobe Illustrator and Spatial Key, PowerPoint or Keynote
- Ability to be responsive at all times, especially during the busy legislative cycle
- Excellent written and verbal communication skills
- Familiarity with research publications
- Detail oriented
- Ability to prioritize tasks, balance multiple responsibilities, and meet deadlines
- Ability to work independently with minimal supervision
- Ability to analyze information and deal with complexity
- Proficient skills with e-mail communications and Microsoft Office applications, preferably in a Mac environment
- Dependable, punctual, and a team player
- Capacity to interface with senior-level business and higher education professionals

Minimum Educational Experience Qualifications:

- Bachelor's Degree or equivalent

Preferred Education/Experience Qualifications:

- Prior experience working in a higher education environment

- A strong understanding of the history and purpose of nonprofit associations
- A working knowledge of Ohio's legislative process

Compensation:

- \$55,000 to \$70,000 annually, depending upon experience

Ideally this position will be filled by March 1, 2019.

To apply please send resume and cover letter to Employment@aicuo.edu.