

# Policy Analyst

Colorado Department of Higher Education

**POSTING DATE:** July 13, 2023

**CLOSING DATE:** August 3, 2023

**COMPENSATION:** \$75,000-\$81,000/Annually

## **DEPARTMENT INFORMATION:**

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocated for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

## **DESCRIPTION OF JOB:**

The policy analyst works within the Data, Research, and Policy (DRP) team in the Colorado Department of Higher Education (CHDE) to establish measures of and improve affordability for low-income students at Colorado's public institutions of higher education. The policy analyst will collaborate with stakeholders to determine current levels of affordability for low-income students, create a framework to establish a statewide message about college affordability, and work to determine institutional- and state-level policy changes needed to improve affordability for low-income students. Additionally, the policy analyst will work with the DRP team to support research, data, and policy efforts related to college affordability.

This is a full-time (1.0 FTE) limited-term position with funding through June 30, 2025.

## **Essential Duties & Responsibilities**

The policy analyst collaborates with the institutions of higher education and other interested individuals and entities to develop and begin to disseminate a statewide affordability message to help students, parents, and K-12 administrators better understand the affordability of tuition and fees at public institutions of higher education for low-income Coloradans. Related responsibilities include:

- Facilitate a college affordability working group with representatives from various stakeholder organizations.
- Convene higher education institutional representatives to identify and collect accurate data describing current affordability for low-income students.
- Collect institutional data related to college affordability.
- Submit, as required, updates on this work to the Governor's office.

The policy analyst also works to develop information-informed policy options for institutions and the state to improve college affordability for low-income Coloradans. Related responsibilities include:

- Work with institutions to identify changes to institutional financial aid policies that would further clarify an affordability message.
- Determine additional state funding that would be required to support changes to financial aid policies and strengthen a statewide affordability message.
- Identify and disseminate an evidence-based effective statewide message on college affordability.

#### **REQUIRED QUALIFICATIONS:**

**Education:** Bachelor's degree in research, policy, education, or a related field earned from an accredited college or university required.

#### **AND**

**Experience:** At least two years of professional work experience in education policy or research required.

#### **Competencies:**

- Professional commitment to create equity-minded policies and practices.
- Knowledge of postsecondary education affordability policy and policy trends.
- Experience working with large datasets.
- Facility with state and federal higher education finance data.
- Demonstrated ability to work with a wide variety of stakeholders, including campus personnel and the general public.
- Interest in college affordability, higher education finance or financial aid, or similar.
- Interest or experience with communications and marketing.
- Excellent verbal and written communication skills.

#### **PREFERRED QUALIFICATIONS:**

**Education:** Master's or terminal degree in research, policy, education, or related field earned from an accredited college or university preferred.

**Experience:** Previous experience in state or federal higher education affordability policy preferred.

## **WORKING CONDITIONS**

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers. Works a 40-hour work week, either remotely, hybrid, or in-office, depending on the arrangement met during employment with the supervisor during normal office hours of Monday–Friday 8-5.

Periodic in-state and out-of-state travel requiring occasional overnight stays. Insured functioning vehicle and the ability to complete any travel requirement independently.

This is a full-time (1.0 FTE) limited-term position with funding through June 30, 2025.

## **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:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
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.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses.

Employees of the Department must advise the Department in writing of any potential conflict of interest upon commencing employment and while employed. Conflict of interest includes supplemental employment which interferes with normal business hours or productivity levels, or alternative employment with entities or agencies with which the Department may contract for services or products. It also includes any outside employment or activity that is directly incompatible with the duties and responsibilities of the employee's state position. Conflict of interest also includes any direct or indirect ownership of an interest in, or ability to influence

(including acting as a board member or other agent for), any business or organization which has any potential, ongoing or previous interaction or business relationship with the Department.

**Application Deadline:** 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 offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 11 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA).

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.