

Research Associate
Midwestern Higher Education Compact

Primary Function:

To assist in the efficient and effective delivery and promotion of MHEC's policy research and student access functions in accordance with the direction provided by MHEC's leadership and advisory committees.

Reports To:

- Vice President for Research and Policy Analysis (Primary)
- Assistant Vice President for Cost Savings and CFO (Secondary)

Major Responsibilities:

- Collect and analyze quantitative and qualitative data and information for use by policymakers, researchers, and practitioners.
- Prepare and disseminate research reports and policy briefs on perennial and emerging higher education policy issue.
- Manage and promote the Midwest Student Exchange Program (MSEP), including communication with participating and prospective students and institutions, maintenance of online catalog of program offerings, and collection and analysis of student enrollment data.
- Work with MHEC's Student Access Advisory Committee to identify and implement initiatives to improve student access and success in the Midwest.
- Maintain and promote the Midwest PERL (Postsecondary Education Resource Library), an online, searchable database of higher education policy research reports and publications.
- Assist in the planning and implementation of MHEC sponsored policy summits, forums, and programmatic initiatives.
- Respond to periodic requests for data and information from constituents.
- Perform additional duties as assigned.

Position Qualifications:

- Master's degree in higher education, public policy, or a related field.
- Previous work experience in higher education, government, professional association or advocacy organization.
- Strong organizational skills, speaking ability, and writing proficiency.
- Solid analytic skills, including experience with quantitative research methods.
- Ability to work independently in a small organization.
- Excellent computer skills, including web-based applications and databases.
- Understanding of state- and national-level policies and related issues affecting higher education.

Compensation:

Competitive salary and benefits including health, disability, and life insurance; employer contribution to TIAA-CREF; paid vacation, PTO, and holidays; parking; and professional development funds.

Application:

To apply, send a resume and cover letter to Chris Rasmussen, Vice President for Research and Policy Analysis, chrisr@mhec.org; or to Midwestern Higher Education Compact, Attn: Research Associate Position, 1300 South Second Street, Suite 130, Minneapolis, MN, 55454-1079. Electronic submission of applications is highly encouraged. Applications accepted through Monday, July 12, 2010.

About MHEC:

The Midwestern Higher Education Compact (MHEC) was founded in 1991 as one of four statutorily-created higher education interstate compacts. MHEC serves the states of Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin. MHEC is an independent 501(c)3 organization located in Minneapolis and housed at the University of Minnesota

MHEC contributes to the vitality of the Midwest by enhancing member states' ability to maximize higher education opportunities and performance through collaboration and resource sharing. MHEC delivers on this program through programs and activities that:

- promote improved student access, affordability and completion;
- reduce operational costs;
- analyze public policy and facilitate information exchange;
- enhance regional higher education cooperation and dialogue; and
- encourage quality programs and services.

The Midwestern Higher Education Compact complies with the Minnesota Human Rights Act and all other applicable federal and state laws in its hiring and employment practices and does not discriminate on the basis of race, religion, national origin, public assistance, sex, color, marital or family status, sexual orientation, age, creed, military service or affiliation, or disability. MHEC is an Equal Opportunity Employer.