

Midwestern Higher Education Compact Policy and Research Manager Position Description

POSITION SUMMARY

The Policy and Research Manager (PRM) provides research, management, and support for all lines of work in the Policy and Research Unit at MHEC. The PRM supports the unit by coordinating and facilitating research and policy program and project work to result in outcomes which advance MHEC's Strategic Framework. Travel is required with an estimate of 6-10 trips per year. This is a full time, benefit-eligible position. It is preferred that the PRM works out of MHEC's office in Minneapolis, MN, but remote work is a potential option. The PRM reports to the Vice President or a Policy and Research unit designee.

REQUIRED EDUCATION & EXPERIENCE

Education: Bachelor's degree

Number of Years' Experience: 4 years of relevant professional work experience or equivalent

Type of experience: Familiarity with and interest in higher education, public policy, and non-profit organizations and work, especially in the area of communications and project management.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

PHYSICAL DEMANDS

This is largely a sedentary position; however, some lifting is occasionally required. This would require the ability to move stacks of paper, assist with in-person meeting set-ups and bend or stand for a period of time as necessary.

KNOWLEDGE, SKILLS AND ABILITY REQUIRED TO PERFORM THE DUTIES AND RESPONSIBILITIES

Mandatory

- Managing multiple projects, organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Significant experience and excellence in communications, written and oral, to a wide audience including legislators, governors' staff, state agency officials, and higher education personnel as well as those from various socio-economic, ethnic, and cultural backgrounds.
- Proficiency with software packages and platforms relevant to job responsibilities and ability to learn new programs quickly, especially SharePoint and Excel.
- Contribute effectively to the accomplishment of team and unit goals, objectives, and activities.
- Ability to work independently as well as part of a team.
- Experience working with diverse populations of stakeholders.
- Experience with grant writing processes and support for such processes.
- Commitment to working environment and outcomes that promote diversity, equity, and inclusion.

Preferred

- Knowledge of distance education delivery systems, modalities, and compliance.
- Understanding of institutional accreditation, program approvals, and professional licensure processes.
- Experience with virtual meeting software and planning.
- Experience working with a diverse group of colleagues and/or clients.

Salary Range

- \$55,000 to \$65,000 annually
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DUTIES AND RESPONSIBILITIES

% Time	Duties and Responsibilities
50	National Council for State Authorization Reciprocity Agreements (NC-SARA)
	Track developments in policy related to state authorization, federal regulations, governance, program approval, accreditation, licensure, regulatory compliance, technology advances, and/or related issues; analyze the potential impact of policy changes and provide intelligence to the Midwestern State Authorization Reciprocity Agreement (M-SARA) M-SARA Associate Director, regional compact leaders, and relevant state and institutional authorities.
	Manage the administrative functions of M-SARA and provide support regarding policies and requirements for SARA membership.
	Main point of contact for M-SARA state portal entities (SPEs). Support and implement operations and processes for the M-SARA SPEs, including training and onboarding, convening and facilitating meetings, responding to policy questions, and helping ensure states remain compliant with NC-SARA policies and standards.
	Maintain management of processes related to state and institutional participation in multi-state policy initiatives; respond to questions and requests for information; resolve issues, concerns, and/or problems as needed.
	Collaborate with SARA regional staff and states.
	Develop promotional materials and strategies to increase M-SARA membership and institutional participation. Assist with composing briefs, reports, newsletters, flyers, brochures, and other written communication including shared platforms, etc.
	Work and communicate regularly with members at other regional SARAs and NC-SARA via participation in meetings of regional directors, the NC-SARA board, and M-SARA states to ensure consistency of messaging, to share best practices, and to explore avenues for collaboration.
	Plan, design, and execute effective meetings, workshops, and other activities.
	Respond to questions and requests for information from states and institutions as needed regarding NC-SARA policies and procedures, proposed policy changes, modified policy.
50	Additional Policy Unit Duties
	Manage meetings and webinars to inform students, parents, institutions, agencies, and member states of various programs areas and opportunities for participation in MHEC committees and events.
	Compose briefs, reports, newsletters, and other written communication.
	Create and curate content and maintain updates to Policy and Research section of the MHEC website as well as its internal webpage.
	Develop communications strategies related to web content, social media, and other communications to support MHEC's Policy Unit.
	Maintain contact databases of individuals relevant to various Policy and Research programs.
	Gather and manage data and provide trend analyses and reports.
	Contribute to the efficiency and effectiveness of the unit's service to its stakeholders by offering suggestions and directing or participating as an active member of a team.
	Regional Compact Responsibilities
	As a member of the MHEC staff, provide information and expertise to advance the work of the Compact and aid in the attainment of organizational goals.
	Work closely with other members of MHEC's staff.
	Pursue professional development opportunities to stay well-informed in various relevant areas in higher education.
	Attend meetings of the MHEC Commission and the MHEC Executive Committee as requested.
	Other duties as assigned.

Note: Travel is required for this job.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Title: _____