

SEARCH EXTENDED – POSITION OPEN UNTIL FILLED

POSITION ANNOUNCEMENT

RESEARCH ANALYST – TEMPORARY POSITIONS

ALABAMA COMMISSION ON HIGHER EDUCATION

The Alabama Commission on Higher Education is accepting applications for the position of Temporary Research Analyst. Multiple positions may be available.

RESPONSIBILITIES INCLUDE:

- Coordinating and leading specific projects, including the development of teams across Commission divisions and other agencies;
- Supporting agency staff in ongoing implementation of strategic plans to improve student achievement and institutional effectiveness and efficiency;
- Analyzing the effectiveness of institutional and state policies and procedures and to make recommendations for improvements;
- Creating research briefs and analytical reports on key educational issues following supervisor's instructions and standard agency operating procedures;
- Reviewing pertinent documents and computer reports for completeness and accuracy;
- Performing other general administrative duties that include: editing and proofreading documents, letters, memoranda, reports and forms to ensure the accuracy of documents;
- Performing other related duties as assigned.

EDUCATION / KNOWLEDGE REQUIREMENTS:

- Must be a currently enrolled student in program leading either to a baccalaureate degree or graduate degree.
- Ability to use Microsoft office tools such as Word, PowerPoint and Excel.
- Ability to read and summarize complex studies, analyze and evaluate data, and prepare reports.
- Capable of synthesizing information and writing a report or developing a PowerPoint on specific topics.
- Ability to research information on the internet and library.
- General knowledge of college and university operations.
- General knowledge of strategic planning and development of business plans.
- Ability and desire to work collaboratively on a wide range of topics and issues with diverse groups of people.
- Ability to learn new software through continuing education courses or by tutorial programs.
- Sound organizational and planning skills.
- Excellent proof-reading skills.
- Effective oral and written communication skills.

SUPERVISION: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SALARY: Minimum of \$10.00 an hour, not to exceed 20 hours a week. May not work more than 832 hours during any given employment year.

TO APPLY: In order for the application to be considered complete, the applicant must submit the following: (1) a cover letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements outlined above (obvious website generated cover letters or emails are not acceptable); (2) a resume and (3) an ACHE Application (application may be found on www.ache.edu under "About Us/Employment Announcements"). Failure to provide all three documents will result in your application being considered incomplete. The agency will not contact applicants concerning missing documents.

SUBMIT TO: Tim Vick, Director of Operations at tim.vick@ache.edu

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER