

EXEMPT RECRUITMENT ANNOUNCEMENT
Assistant/ Associate Director of Academic Affairs and Policy
Academic Affairs and Policy Division

Reports to: Director of Academic Affairs and Policy
Classification: Exempt
Closes: June 7, 2016 5:00 p.m.
Salary: Assistant Director: \$59,978 - \$70,000
Associate Director: \$69,432 - \$81,600

The Council is seeking to fill a position within the Academic Affairs and Policy division of the Washington Student Achievement Council. This position will be filled at the Assistant or Associate Director level depending on the experience and skill set of the applicant pool.

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Position

The Assistant/ Associate Director for Academic Affairs and Policy supports the Council's work by developing and conducting policy studies and analysis, such as those relating to the Roadmap and Strategic Action Plan. Reporting directly to the Director of Academic Affairs and Policy, the Assistant / Associate Director leads initiatives and carries out other responsibilities assigned to the academic affairs and policy division. The Assistant/ Associate Director works with a broad range of internal and external stakeholders including leadership staff at partner agencies and public and private colleges and universities, legislative and gubernatorial staff, and with advisory committees/networks. The Assistant/ Associate Director analyzes legislative bills or proposed actions and provides recommendations.

Essential Functions

Analysis and Policy Development

- Conduct analysis of data and/or best practices related to assigned responsibilities
- Develop policy recommendations to support goals outlined in the Roadmap
- Actively participate in the development of the Roadmap, Roadmap updates, and Strategic Action Plan. This includes analysis of current trends, research to find examples of effective programs and policies from Washington, the U.S., and other states and nations; and development of recommended actions to advance the Council's goals
- Lead development of and complete reports mandated in statute or assigned by the Director
- Develop presentations, papers, or other media to communicate our policy work with a broad range of audiences

Collaboration with Internal and External Stakeholders

- Lead workgroups related to primary assignments
- Participate and contribute as a member of related agency groups and external groups
- Engage with state or national associations, compacts, projects, and other groups to support work in assigned areas of responsibility
- Act as an expert resource to internal and external audiences including fellow staff, institutions, partner agencies, legislature, governor's office, press, and general public.

Primary Areas of Responsibility may include:

- High School Completion
- College Readiness and P-20 – Postsecondary Transitions
- Adult and returning Students
- Prior learning assessment
- Educational and Economic Needs Analysis
- Equity and Diversity

Knowledge, Skills and Abilities

- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with our agency staff and with staff in other education agencies, institutions of higher education and other partner groups.
- Policy research and analysis skills and experience.
- Excellent writing and editing skills.
- Ability to communicate complex issues through a variety of media with diverse groups of stakeholders including preparation of published reports and delivery of professional presentations to various audiences, such as the Washington State Legislature, the Washington Student Achievement Council, and other statewide groups.
- Ability to effectively interact with diverse individuals and colleagues in a sensitive, respectful, and courteous manner.
- Experience leading or facilitating large groups with diverse opinions and interests.
- Demonstrated experience in managing large, complex projects.
- Flourish in high pressure, deadline oriented environment

Education and Experience Required

- Bachelor's degree or higher.
- 2-5 years of experience working with K12 or postsecondary students and professionals from diverse backgrounds.
- Experience working in a highly visible, political environment.
- Ability to communicate and collaborate by phone, electronically (such as web conference), and face-to-face.
- Ability to travel to in-state and out-of-state meetings and events.

For appointment at Associate Director Level

- Master's degree or higher in social science, public policy, education, business, or other related field.
- Demonstrated independent leadership on major research or policy initiatives.
- Five or more years' experience in K12, higher education, or state agency working in high school to college transition, higher education admission, college to college transfer, adult educational opportunities, workforce training, diversity, and/or academic affairs policy issues.

Application Procedures

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the required and preferred education and experience described in this announcement. Applications with generic cover letters will be considered nonresponsive and may eliminate the application from further consideration.
2. Resume. A chronological resume including your education and professional experience.
3. A brief writing sample
4. References. A list of names, titles and current telephone numbers of three (3) employment references.
5. Authorization to Release information form.*
6. Affirmative Action Form (optional)*

*These forms can be found on our website at: <http://www.wsac.wa.gov/employment>

This position will remain open until filled. The Agency reserves the right to close the recruitment at any time once a qualified pool of application is received. For best consideration, please apply by April 1, 2016.

Electronic application packages are encouraged and should be sent in **MS Word format or as a .pdf only** with "AD Academic Affairs and Policy" in the subject line. If your submission is in a PDF file format, please put the optional affirmative action form in a separate file.

Fax: (360) 704-6202 | **Email:** HumanResources@wsac.wa.gov

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Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.