

## Research and Analysis Director

### Responsibilities include:

Lead a team in the design and implementation of research and analysis projects for the Minnesota Office of Higher Education; manage and lead legislatively mandated research projects; participate in the evaluation and development of legislative proposals; coordinate ad hoc research projects as requested; monitor expenditures and progress towards goals; and lead the staff within the Research Division.

As a minimum, the incumbent must possess strong research, problem solving, and communication skills as indicated by education (Master's degree in a related field) and a least five (5) years of relevant experience in education research, analysis, teaching, or senior level management.

### Application materials of candidates meeting the following criteria will be further evaluated on the degree to which they indicate possession of the following:

- Knowledge of academically accepted methods of research; advanced level statistical theory; modeling techniques and research design; quality improvement principles; sample methods; and procedures needed to ensure data integrity.
- A strong technical background and proven track record in conducting research and analysis. Experience in using quantitative methods with advanced level understanding of the implications of cost forecasts and trends impacting the short and long range activities and planning of the agency and legislature.
- Thorough understanding of state and federal legislative processes, documents, and procedures.
- Familiarity in seeking out grant opportunities.
- Ability to communicate effectively and accurately, both orally and in writing, including preparing text for publication.
- Ability to identify and prioritize issues, to conduct both long and short range planning; structure research projects.
- The incumbent must also possess the ability to present complex information in an understandable manner to diverse groups.
- Facilitate communication and teamwork within the division, identifying problems, monitoring progress and encouraging collaboration.
- Manage and guide research staff performance to maximize use of skills and abilities within the division's staff.

**Salary range:** \$74,876 to \$104,463 per year plus an excellent benefits package. Visit [www.careers.state.mn.us/brochures](http://www.careers.state.mn.us/brochures) to learn more about employee benefits.

**Confidential Application Process:** Mail the following materials to the address below: 1) a cover letter explaining the reasons you are interested in this position and why you feel your background and experience is relevant to the responsibilities of this position; and 2) a current resume. Incomplete applications will not be considered. Candidates will be responsible for interview-related expenses.

**Minnesota Office of Higher Education  
Attention: Lynne Richárd, Human Resources  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227**

**Application deadline date:** Applications are collected until the position is filled.

The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to post-secondary education. The agency serves as the state's clearinghouse for data, research and analysis on post-secondary enrollment, financial aid, finance and policy trends.

Review of applications is ongoing and interviews will be scheduled as appropriate. Candidate finalists will be asked to supply contact information for three references who can speak to the candidate's qualifications and professional accomplishments. Successful candidates must pass authorized background checks. Candidates will be responsible for interview-related expenses.

**Affirmative Action/Equal Opportunity Employer**