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## **Director of Policy Analysis**

### **Texas Association of Community Colleges**

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#### **Purpose**

The Director of Policy Analysis (“Director”) will advance knowledge and insights through qualitative and quantitative research & analyses, to support the collective mission of the Texas Association of Community Colleges (TACC), the Community College Association of Texas Trustees (CCATT), and Texas Success Center.

#### **Who We Are**

TACC is a 501c (6) organization serving 48 public community college districts in Texas. A membership organization, TACC represents the presidents and chancellors of the state’s community colleges districts. CCATT is a membership organization representing the colleges’ Board Trustees and Regents. As a division of TACC, the Texas Success Center is focused on advancing institutional effectiveness through data-informed institutional policy and practice.

#### **Statement of Job**

A key member of the association’s policy advocacy team, the director is responsible for translating data into clear, usable, and actionable information that supports the development and implementation of state policy and institutional practice.

The primary responsibilities of the director generally fall into one of the three areas of effort: 1) discover knowledge through data analyses, 2) visualize and communicate information derived from data to a broad-range of policymakers and campus stakeholders, and 3) serve as contributor and technical resource to community college stakeholders.

The ideal candidate will have an acute sense of curiosity and passion for serving others, knowledge in educational data systems and mixed-methods research, an appetite for both short-term and longer-term inquiries, skilled in large-scale projects, and must enjoy working in a fast-paced environment. Reports to President and CEO of TACC.

#### **Required Education, Experience and Skills**

1. Bachelor’s degree from an accredited college or university and four or more years of experience in a governmental, academic or policy-related setting.
2. Experience in analyzing and synthesizing complex data sets to produce highly readable, informative reports, and presentations.
3. Creative thinker who proposes innovative ways to inform policy development and institutional practice using data and information.

4. Self-motivated with a strong orientation for customer service and the ability to explain sophisticated technical concepts to all levels of stakeholders.
5. Experience in the higher education domain or possess a strong enthusiasm to learn about higher education policy and practice and how analytics is informing institutional strategies.
6. Ability in using data visualization software and tools, creating visualizations for presentations, etc.
7. Ability to clearly communicate and accurately present results of analyses to various audiences using a variety of visual, written and/or verbal formats.
8. Ability to collaborate effectively with colleagues and be adaptive and highly productive in a fast-paced environment.
9. Ability to gather, analyze and prepare data visualization in short timelines, as needed.

## **Essential Functions**

### **Research Capacity and Data Analytics**

1. Advances the association's research capacity and network of resources. Maintains expertise on developments in higher education policy, research, and knowledge/data resources and uses expertise to inform the policy development process.
2. Supports the design of an iterative research agenda to inform the association's advocacy mission and institutional practice.
3. Uses database query tools, statistical and analytical software, and data discovery tools to extract, manipulate, and analyze data.
4. Works with the CEO to develop and implement a long-term strategic plan for policy research and data, managing externally contracted research and internal research associates; researching and recommending the acquisition of new training/tools and implementation of new processes
5. Collaborates with internal and external stakeholders to understand their information needs and develops innovative, effective data analysis solutions.
6. Benchmarks analysis comparing community college data with data from other higher education institutions, across Texas and nationally.
7. Reviews gaps in data and research/recommends the adaptation of relevant datasets, research methods, and/or software tools to better perform data analytics and deliver results.

### **Technical Support**

1. Provides input to community college constituents and association colleagues on topics to include research, survey design, evaluation methods, and available data.
2. Serves as technical resource for the Texas Success Center, including the Center's Knowledge Development Steering Committee and Community College Research Fellows, as well as the broader community college researcher leads.

3. Analysis of funding mechanisms, supporting funding policy development and performing independent analyses of pertinent biennial budget provisions and other policy proposals relevant to CC funding.

### **Data Visualization and Communication**

1. Uses data visualization and reporting tools to display and summarize data, trends, and patterns.
2. Researches and implements new visualization tools and methods to uncover insights in data and showcase facts in greater detail.
3. Clearly communicates and accurately presents methodology and results of analyses to various internal audiences using a variety of visual, written, and/or verbal formats.

**Candidates should submit a letter of interest, recent resume, and their salary expectations to Lori Stalheber, TACC Director of Finance, at [lstalheber@tacc.org](mailto:lstalheber@tacc.org).**

**The position is open until filled.**