

BOARD OF REGENTS
POSITION ANNOUNCEMENT
SENIOR POLICY ANALYST

The Senior Policy Analyst exercises a high level of responsibility, judgment, and initiative in seeking information and appropriate data to develop and assess the effectiveness and the impact of changes in existing policies or the development and adoption of new policies for public postsecondary education in Louisiana.

Responsibilities include:

- Performing data analyses to support policy development and decision making;
- Developing analytical reports related to academic, student and administrative affairs in support of strategic planning;
- Responding in a timely manner to requests for information and analyses;
- Preparing agency reports, briefing notes, position/discussion papers, presentations and related materials on policy issues for the Commissioner, and the Deputy Commissioners;
- Conducting activities involving survey research;
- Working in teams and designing and implementing studies of various levels of complexity on statewide policy issues;
- Reviewing and evaluating institutional SARA initial and renewal applications.
- Providing staff support for Campus Sexual Assault Taskforce, to include the development and review of policy and training materials, assessment of campus sexual assault policies and procedures, and preparing reports.

Minimum Qualifications:

- Baccalaureate degree;
- Experience in policy development/analysis or related field;
- Experience in postsecondary education;
- Experience in reporting data to external agencies;
- Ability to write, speak, and present information clearly;
- Strong analytical and organizational skills;
- Proficiency with microcomputer applications;
- Proven research capabilities;
- Ability to contribute to and/or provide information for the Regents leadership team.

Preferred Qualifications:

- Doctorate degree;
- Three or more years campus experience.

Interested applicants should send a cover letter and resume to Bor.jobs@la.gov.