



# NEW ENGLAND BOARD OF HIGHER EDUCATION

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## Position Description

Position: Policy & Research Analyst (Part-time)  
Department: Policy & Research  
Reports To: Director of Policy & Research

### NEBHE Background

Established in 1955 by six visionary New England governors, the New England Board of Higher Education (NEBHE) is a regional compact that helps leaders assess, develop and implement education practices and policies of regional significance; promotes regional cooperation that encourages efficient sharing of education resources; and strengthens the relationship between higher education and the regional economy. Based in downtown Boston, NEBHE is a nonpartisan, non-profit organization. The organization conducts its work in a hybrid model involving remote and in-person activity.

### GENERAL SUMMARY

The Policy & Research Analyst will be a key contributor to NEBHE's Policy & Research team. A successful candidate thinks critically, communicates complex ideas and technical information in understandable ways, works independently as well as in a team, and finds enjoyment in their work. The analyst will be responsible for relevant research, analysis and reports on topics that include: the higher education-industry connection; labor market demand for skills; digital skills and technology talent; employability and workforce development. The analyst will also coordinate responses to stakeholders' research requests and ensure that the team's work is being effectively communicated to its various audiences.

### ESSENTIAL JOB DUTIES

- Assists with the development of high-impact policy reports, data analysis and presentations that include:
  - Comparative data analyses using national and regional sources, as well as labor market statistics
  - Analyses of higher education and workforce development trends
  - Labor market data analysis, in-demand skills and talent supply and demand
  - Promising practices and case studies
  - Policy solutions and recommendations
- Assists the Policy and Research Team in the following areas:
  - Generation of data summaries, research briefs, reports and presentations
  - Supporting convenings and meetings, in-person and online, of stakeholder from business, higher education and government
  - Tracking state legislation and policymaking, including budget processes
  - Responding to requests for data and research from state policymakers, higher education leaders, media, other external parties, and NEBHE colleagues including the President
  - Maintaining current knowledge of key issues and developments in higher education policy and practice and New England state contexts and challenges
  - Coordinating communications efforts, such as scheduling social media posts, formatting reports and briefs and writing short posts and articles
- Coordinates aspects of grant-funded initiatives, as directed:
  - Scheduling meetings, developing and disseminating agendas

- Creating project materials including webpages, research summaries, and other data-driven collaterals
- Supporting technical assistance through data gathering and analysis, writing cases studies, etc.

QUALIFICATIONS

- A bachelor's degree in a relevant discipline is strongly preferred.
- 1-3 years of relevant work experience in higher education, research and analysis, workforce development, state policy or similar fields
- Knowledge of and experience in social science research, both qualitative and quantitative
- Knowledge of major issues and challenges facing higher education, especially in the state policy domain
- Knowledge of information and data sources related to Pre-K to 12 education, higher education, demographics and the economy
- Well organized, with great attention to detail
- Ability to communicate technical, complex or unfamiliar information to a variety of audiences through writing, data visualizations and presentations
- Experience with labor market research tools such as Emsi and Burning Glass, preferred
- High-level proficiency with Google Suite and Microsoft Office, especially Excel
- Proficiency with project management (e.g. Slack) and data visualization tools (e.g. Tableau), preferred
- Basic knowledge of website development and design, preferred
- A sense of humor and ability to work collaboratively

HOURS and SALARY RANGE:

This is a part-time role for up to 20 hours per week. Compensation is \$28 - \$30 hourly, commensurate with experience.

SUPERVISORY RESPONSIBILITY:

- None

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position is virtual, however there may be a need to be at NEBHE periodically.
- NEBHE will require COVID vaccination for all staff members who may have a presence in the office or at events. Individuals may claim exemption from the vaccine requirement for medical or religious reasons. NEBHE continues to place the highest priority on the health, safety and wellbeing of its employees, their families and the community.
- Prolonged period sitting at a desk working on a computer.
- Must be able to lift 15 pounds at times.
- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job.

KEY PERFORMANCE MEASURES:

- Fulfills essential job functions adhering to work plan timelines that will be developed and approved by the supervisor.

OTHER:

This is a short-term (up to 3 months), project-driven, contract role. Successful completion of job requirements may lead to additional roles or opportunities with the organization.