

JOB ANNOUNCEMENT

CENTRAL WASHINGTON
UNIVERSITY



EASTERN WASHINGTON
UNIVERSITY



THE EVERGREEN STATE
COLLEGE



UNIVERSITY OF
WASHINGTON



WASHINGTON STATE
UNIVERSITY



WESTERN WASHINGTON
UNIVERSITY

WASHINGTON STATE
Council of
Presidents

POLICY ANALYST

Organization Overview:

The Council of Presidents (COP) is an association of Washington's six public baccalaureate institutions located in Olympia, Washington. For more than 50 years, COP has strived to be a common voice for the public baccalaureate sector and the most respected and trusted resource for decision makers on issues affecting public higher education. We serve a coordinating role for a number of initiatives and activities common to the public baccalaureate institutions. At the heart of COP's structure are a myriad of interinstitutional committees, ranging from presidents and provosts to business officers and legislative directors. Additional information on our mission and role can be found on our [website](#).

Essential Qualities and Competencies:

The policy analyst must be passionate about higher education and public service consistent with COP's core values. Outstanding communication, public speaking, and presentation skills are critical. They must be able to maintain a high degree of confidentiality, manage diverse viewpoints, and remain professional in various settings and situations. The ability to lead and work constructively with all colleagues and constituencies is essential to the success of the position.

The policy analyst must be capable of analyzing complex public and academic policy challenges and recommend solutions in order to derive consensus. This position requires the ability to compile, synthesize, and coherently display information for a variety of audiences. We desire demonstrated experience working and interacting with people from a variety of socioeconomic, racial, and ethnic backgrounds.

They must be willing and able to maintain the highest standard of professional and ethical conduct. Attention to detail and fluency in social media platforms and software applications is crucial. The ability to work a varied schedule and travel to meetings is essential.

The policy analyst reports directly to and serves at the pleasure of the Executive Director.

Primary Duties:

Liaison to External Constituencies

The policy analyst will serve as the sector lead for a myriad of internal and external workforce related committees, task forces, work groups, and projects. They will also participate in various K-12 agency and organization meetings to ensure sector representation and inform the development of sound academic and public policies.

Legislative Session Support

The policy analyst will provide secondary support during the legislative session, including but not limited to participation in legislative work sessions, hearings and meetings with policymakers and their staff as well as tracking legislation through the legislative process and communicating to our member institutions.

Other Duties as Assigned

Council of Presidents' staff is a mutually supportive, interdependent team. Because we are a very small organization with a great deal of responsibility, it is therefore critically important that each employee is willing to fill in as necessary to provide support in accomplishing our work in a timely manner.

Qualifications:

Education: Bachelor's degree or higher

Experience: 3-5 years of related experience preferred. Understanding of key policy and fiscal issues impacting higher education.

Salary and Benefits:

This position is a permanent full-time, state funded position with an annual salary of \$90,000. Washington state benefits include comprehensive medical, dental, and vision insurance, federal Social Security, TIAA-CREF retirement program, and paid time off (vacation, paid holidays, and sick leave).

Condition of Employment:

Per Governor Inslee's August 9th [proclamation](#), all Washington state employees must be fully vaccinated against COVID-19 no later than October 18, 2021. Your vaccine status will be verified before your start date, with allowable exceptions for medical or religious accommodations.

The Council of Presidents values diversity in all respects.

Application:

To apply, please send a letter of interest, résumé, a list of at least three references, and a 1-2 page work-related writing sample to: contact@councilofpresidents.org.

NO PHONE CALLS OR DIRECT EMAILS, PLEASE.

Review will begin upon receipt of applications and will continue throughout the hiring process.

Preferable start date will be on or about December 1, 2021.
