



# Non-Merit Job Vacancy Announcement

## **EXECUTIVE DIRECTOR, DATA, RESEARCH AND ANALYSIS**

<b>Pay Grade:</b>	_____	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	75,000	<b>Work Schedule:</b>	M-F
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Council On Postsecondary Education  
**Work Address:** 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601  
**Work County:** Franklin

### **AGENCY COMMENTS:**

The Council on Postsecondary Education coordinates change and improvement in Kentucky's postsecondary education system as directed by the Kentucky Postsecondary Education Improvement Act of 1997. The Council is a statewide postsecondary and adult education coordinating agency.

### **DESCRIPTION OF JOB DUTIES:**

The Executive Director of Data, Research and Analysis manages and supports the data, information and research needs of the agency, oversees the Kentucky Postsecondary Data System (the primary data collection system for the public and licensed non-public postsecondary education institutions), and assists the development and implementation of the Council's strategic agenda and accountability system.

The Executive Director is the primary liaison with Kentucky's public and independent institutional research offices for data collection, accountability metrics, and data analysis as well as with other state and federal agencies and organizations for data and information. The Executive Director manages ad hoc data requests and coordinates external data reporting and submissions.

Additional information about this open position can be found at <http://cpe.ky.gov/about/Employment/>

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

A graduate degree in higher education policy, public administration, statistics, economics, sociology or related field.

#### **EXPERIENCE:**

At least seven years of higher education policy and/or administrative experience in a college, university or governmental setting.

A mix of strong analytical, research, writing, and communication skills, with an emphasis on quantitative analysis, data

interpretation and presentation, and experience manipulating and managing large datasets or databases. The ability to think strategically, lead effectively, develop and analyze policy, build consensus among varied stakeholders, promote participation and teamwork, and communicate effectively with a broad and diverse constituency. A clear understanding and appreciation for the diversity and unique characteristics of the institutions in Kentucky's postsecondary education system.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 11/18/2016 )**

[Posted on: 11/02/2016 ]

Interested applicants should send a letter of application specifically addressing the responsibilities and qualifications of the position; a curriculum vita or resume; and, the names, titles, and contact information for at least three professional references to:

**Contact Name:** Rebecca Bowman, Human Resources

**Contact Method:** Kentucky Council on Postsecondary Education  
1024 Capital Center Dr., Ste. 320  
Frankfort, KY 40601  
Rebecca.Bowman@ky.gov

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