****

**Job Description – Policy Principal Analyst**

Department: Office of Strategic Planning and Institutional Research(P&IR) Reports to: P&IR Director

 **Position Summary**

* Develop background research and draft reports for internal project use as well as final publication including proceedings, papers. Draft and edit materials for publication;
* Communicate the findings and recommendations within reports to audiences, especially to leadership for decision support;
* Assist with presidential important remarks and speeches;
* Work with university Faculty and staff to carry out higher education policy initiatives such as WKU strategic plan
* Other duties as assigned

**Qualification**

* A Ph.D., Ed.D. or other relevant degree, with demonstrated interest in and knowledge of current policy issues and scholarship in higher education;
* Deep knowledge of policy issues in higher education, including research programs, policy and program interventions, and experts and key players in the field;
* Experience analyzing data and translating it for a variety of audiences;
* Excellent written and oral communications skills, including an ability to synthesize and summarize research findings and recommendations to a variety of audiences;
* Ability to work collaboratively and effectively in a team environment.

**Preferred Qualification**

* Learning or Work experience in higher education or overseas preferred
* Scholarly publishing record, including research articles and conference presentations.

**岗位书 - 高等教育政策研究岗**

部门：发展规划部 汇报：发展规划部主任

**岗位职责：**

1.从事背景性、校本研究，并起草相关报告，供内部之用或公开发表

2.提出研究之发现和建议，作为领导决策之支撑

3.协助有关部门或人员准备学校主要领导之重要演讲、报告

4.协同学校教职员工履行重要政策行动，如学校战略发展规划

5.其他指派的任务

**聘任条件：**

必备条件

1. 教育学哲学博士或教育专业博士学位
2. 对高等教育有深入了解
3. 具备数据分析与解读能力
4. 写作与交流能力俱佳；善于综合与归纳研究成果
5. 具有团队精神

优先条件

1. 有高教领域的工作或海外留学经验
2. 有发表过学术文章，包括研究性文章及研讨会论文。