VACANCY ANNOUNCEMENT

Montana University System
Office of the Commissioner of Higher Education
560 North Park Avenue / P.O. Box 203201 / Helena, MT 59620-3201

Job Title: Academic Initiatives Analyst
Position #: 51200018
Location: Helena, Montana
Wage: $25.24 to $27.64 per hour dependent upon qualifications and experience
Status: Full-time

The Office of the Commissioner of Higher Education (OCHE) in the Montana University System seeks a motivated individual with strong analytical and teamwork skills for a full-time position in OCHE’s Division of Academic, Research and Student Affairs.

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the Board of Regents and administered by OCHE. The MUS enrolls more than 40,000 students at 16 public universities and colleges in one of the most beautiful and geographically diverse states in the nation.

This position is a full-time classified staff position covered by the MUS Staff Compensation Plan. MUS staff are eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays and retirement program) in accordance with state law. MUS employees are eligible to use certain college tuition waivers in accordance with Board of Regents policy.

Description of Work Unit and Position Overview:

The Academic, Research, and Student Affairs division carries a number of specific responsibilities, including all MUS academic and program planning and approval, student success initiatives, research, American Indian and Minority Achievement, K-12 partnerships, Carl D. Perkins grant, two-year and community college education, statewide workforce development initiatives, and research.

The Academic Initiatives Analyst reports to the Deputy Commissioner for Academic, Research and Student Affairs. The successful Analyst will be a contributing member of a team that provides specialized policy guidance, coordination and assistance to MUS campuses for academic programs, university-based research and student success initiatives.

Duties and Responsibilities:

- Collaborate with academic policy, research, and student affairs team members on projects including state authorization, program planning, retention and completion strategies.
- Develop and improve administrative processes for program planning, general education, transfer, and academic policy approval.
Help develop and lead high-quality collaboration events and workshops for statewide groups of university leadership, administrators, and faculty.

Conduct data analysis to help guide the Academic, Research and Student Affairs (ARSA) division and division initiatives.

Conduct and effectively communicate research on division projects.

Coordinate, plan, and facilitate in-person meetings with Montana University System campus leaders, administrators, and faculty as well as community and industry partners.

Develop and distribute reports related to research productivity of academic departments at the state’s two doctoral research universities.

Produce MUS “Student Wellness Strategic Plan” that builds upon the recommendations of the Mental Health and Suicide Prevention Task Force, other ongoing work in the MUS, and national best practices.

Provide support to the Deputy Commissioners for MUS searches for executive-level leaders.

When needed, provide basic administrative support to the Deputy Commissioner, Director of Academic Policy and Research, Student Success Specialist, and Director of Career & Technical Education.

**Desired Knowledge, Qualities, Skills:**

- Knowledge of current secondary and postsecondary education trends
- Desire for an environment that allows for both independent and collaborative work
- Willingness to show initiative and add innovative thinking to the ARSA division
- Friendly, professional manner when working with colleagues and external stakeholders
- High degree of accuracy, organization, and attention to detail
- Interest in working with diverse populations and promoting diversity and inclusion
- Ability to critically assess complex challenges and develop practical solutions
- Ability to organize, summarize, and report information in a narrative
- Ability to meet strict deadlines and function under time constraints
- Excellent verbal, written, and web-based communication skills
- Ability to effectively engage postsecondary institutions, business and industry partners, secondary institutions, and other state agencies
- General competency using productivity software including Microsoft Outlook, Word, Excel, Access, and PowerPoint
- Ability to promote programs and events through website and social media
- Excellent grammar, composition, and proof-reading skills

**Required Qualifications:**

- Master’s degree; or a Bachelor’s degree with a minimum of three years working in a secondary and/or post-secondary institution, district, or system.
- Applicants with a combination of education and experience equivalent to a master’s degree will be considered.
Application Requirements and Deadlines:

Application requirements consist of items one through four below:

1. a letter of interest specifically relating the applicant’s experience and qualifications to the position;
2. a resume;
3. a list of three professional references with contact information; and
4. a completed State of Montana employment application.

Online submission is preferred at: http://statecareers.mt.gov/. Applicants may also submit materials to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201.

This position is open until filled. Candidates should submit required application materials by **April 17, 2019** to be considered in an initial screening of applications. This position is eligible for veterans’ preference in accordance with state statute.

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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