

SENIOR ADVISOR FOR PLANNING AND POLICY DEVELOPMENT

Function of Job:

Reporting to Chancellor, manage the planning and policy development efforts of USNH facilitating USNH-wide planning and developing the research to support efforts.

Characteristic Duties and Responsibilities:

1. Develop and facilitate planning and policy agenda to support decision-making across USNH complementary campus-based effort..
2. Identify and research emerging international, national and regional academic policy issues.
3. Plan USNH strategic efforts around K-16 and community college issues, work force – economic development; outcome assessment accountability..
4. Prepare special studies at Board of Trustees or Chancellor request.
5. Staff Trustee Project and Service Committees and other USNH task forces and councils (e.g. SPAC)
6. Provide staffing as requested by Chancellor to state level commissions.
7. Develop requests, factbooks, testimony, reports.
8. Supervise the staff of Policy Analysis office.
9. Participate in planning – execution of inter-institutional and educational initiatives such as conferences, seminars, publications.
10. Serve as member of Chancellor senior team.

Minimum Acceptable Qualifications:

1. Master's degree in education, statistics, policy or related field and seven years of experience in institutional research, public education analysis, and/or senior policy support; or Doctorate and five years of experience.
2. Experience in academic planning.
3. Computer skills as required.

Additional Desirable Qualifications:

1. Administrative work experience in public institution of higher education.

6/3/02
System Approval

6/3/02

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.