



## Success Profile Job Description

**Position Title: State Policy Analyst**

**Date: March 2025**

The American Indian Higher Education Consortium (AIHEC) is the collective spirit and unifying voice of our nation's Tribal Colleges and Universities (TCUs). AIHEC provides leadership and influences public policy on American Indian and Alaska Native higher education issues through advocacy, research, and programmatic initiatives; promotes and strengthens Indigenous languages, cultures, communities, lands, and Tribal nations; and through its unique position, serves member institutions and emerging TCUs.

### **Position Summary**

The State Policy Analyst's primary function is to support AIHEC public policy system in multiple areas by conducting policy and program research, analyze policy, regulations, and administrative data sets, work directly with state and local partners to support policy implementation, and contribute to the design and preparation of technical assistance and any related issue briefs and tools. The ideal candidate is required to be willing to address disparities in both public policy and public systems, highly motivated, business-driven and be ready to collaboratively work closely with AIHEC's cross-disciplinary policy and leadership team.

### **Essential Functions:**

Assisting in designing/developing a range of high-quality written materials, including policy reports and policy memos  
Facilitating both in-person and webinar discussions on related policy topics  
Drafting organizational comments and statement for the record responding to state policy actions  
Conduct research and data analysis on policy issues related to post-secondary education, economic opportunity, financial security, inequality, and disparities  
Working directly with state/local government agencies and community-based organizations to implement federal/state policy and/or initiatives to advance equity  
Drive policy advocacy campaigns to protect and strengthen AIHEC as an organization  
Collaborating with national partners on strategy to advance AIHEC's policy priorities  
Tracking policy proposals and implementation in assigned content areas  
Helping to prepare and complete deliverables and reports for AIHEC  
Representing AIHEC externally by attending policy briefings and meetings  
Quantitative and qualitative data collection and analysis  
Prepare and conduct presentations and briefings for AIHEC's policymakers and leadership  
Assist when required with hiring and supervision of student interns, research fellows, and volunteers  
Additional duties to support the AIHEC mission and vision as required

### **Required Education, Experience and Attributes (minimum requirements):**

- Bachelor's degree (or equivalent) in education, public administration, public policy, or any related fields
- Advanced knowledge of Microsoft Office Suite, PowerPoint, Acrobat, and Excel
- Understanding of American Indian and Alaska Native higher education issues and other Indigenous communities and Tribal nations.
- Strong analytical and research skills. Some familiarity with statistics and quantitative methods preferred
- Experience organizing complex projects involving a diverse group of partners and stakeholders;
- Familiarity with the AIHEC policy environment, including public agencies, interest groups, and the state Legislature;
- Strong computer experience, including word processing, spreadsheets, desktop publishing, website and email management, project management tools, and social media
- Exhibit confident verbal and written communication skills, with polished professional writing, and the ability to proofread and craft organization documents.
- Ability to present policy, practice and research information to a variety of audiences, including federal, state and local government officials and policymakers
- Excellent attention to detail, organizational, time management, negotiating, and multitasking skills

### **Work Location**

This position is based out of the Washington, DC region, approved for occasional telework, remote with routine in-person activities in



Washington, DC.

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### **Physical Requirements**

Sedentary work. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. Close visual acuity is required to perform typical workday activities such as: preparing and analyzing data and figures; transcribing; viewing a computer monitor; extensive reading.

### **Diversity & Inclusion**

We believe that different perspectives and backgrounds are what make a company flourish. All qualified applicants will receive equal consideration for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, economic status, disability, age, or any other legally protected characteristics. We are proud to be an inclusive company with values grounded in equality and ethics, where we celebrate, support, and embrace diversity.

### **Total Rewards Package**

At AIHEC, we demonstrate our commitment to rewarding individual and team achievement through a total rewards package. This package includes a competitive base salary, generous paid time off policy, the latest technology and tools to do your best work, merit-based or annual cost of living increases, bonus opportunities and a robust recognition program. Other benefits include a competitive range of gratuitous coverage in the most comprehensive insurance plans (including health, dental, life, and short-term and long-term disability), access to a retirement savings program such as a 401(k)/403(b) plan with 6% employer matching, an employee assistance program with mental wellness counseling benefits, and numerous other offerings to support a healthy work-life balance.

### **Important Notes:**

You must be able to perform the essential duties and responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work. Final employment offers are contingent upon a Final Candidate's successful completion of a Background Verification, and a determination by AIHEC that the information derived from the Background Verification does not disqualify the individual under FCRA (Fair Credit Reporting Agency).

### **Accessibility**

Consistent with the Americans with Disabilities Act (ADA) and the Commonwealth of Virginia where the agency is headquartered, it is the absolute pleasure of AIHEC to provide reasonable accommodation when requested by a qualified applicant or candidate with a disability, unless such accommodation would cause an undue hardship for AIHEC. The policy regarding requests for reasonable accommodation applies to all aspects of the hiring process. If reasonable accommodation is needed, please contact our People and Culture Department at [hr@aihec.org](mailto:hr@aihec.org).

Dept: Legislative Affairs

Classification: Non-exempt, Full-Time

Percentage of Travel Required: Up to 25%

Type of Travel: Legislative summit in Washington, DC; student convening in MN, and frequent Capitol Hill visits in partnership with the Legislative Associate and Vice President of Congressional Affairs