



# STATE OF CONNECTICUT

## Office of Higher Education

Office of Higher Education  
Job Opportunity  
Anticipated Vacancy  
Senior Consultant – Institutional Research Officer

Open To: The Public  
Location: 450 Columbus Blvd, Hartford, CT  
Hours: Full-Time (40 hours/week)  
Salary: \$85,000  
Closing Date: March 25, 2019

### **General Information:**

The Office of Higher Education is seeking an Institutional Research Officer. The Officer will be working primarily in the area of licensing and accreditation within OHE. Within this area, the main responsibilities include: reviewing and assessing applications for licensure and accreditation from independent colleges and universities, assisting in reviewing and approving applications with regards to State Authorization Reciprocity Agreements (SARA), and answering inquiries from out-of-state institutions, CT colleges and universities, and student complaints.

As the Institutional Research Officer becomes familiar with the day-to-day processes in the licensing and accreditation area, the Officer will work on documenting the workflow processes and improving these processes to ensure greater efficiency and timeliness in response to applications and inquiries. The Officer will also work collaboratively in a team to assist in data analysis, producing and presenting policy reports, and assist in hosting meetings and workshops around issues pertinent to higher education and job placement.

The Institutional Research Officer will also assist with other duties as assigned.

Reports to: Associate Director of Academic Affairs

### **Minimum Qualifications:**

- Bachelor's degree required
- Minimum of 3 years of public sector experience, preferably in higher education
- Ability to work and build relationships with diverse individuals and organizations including various institutions of higher education
- Ability to provide prompt, accurate and high-quality customer service
- Ability to work independently and as a member of a staff team
- Excellent oral and written communication skills
- Ability to conduct research, write reports, and present findings to various audiences

**Preferred Knowledge, Skill and Ability:**

- Knowledge of state and federal laws pertaining to higher education
- Knowledge of licensure and accreditation regulations and issues in Connecticut

**Application Instructions:**

Interested candidates should send or email information including a letter describing their interest in and qualifications for the position, a resume, and contact information, including email addresses and telephone numbers for three (3) professional references. All materials must be received by March 25, 2019.

Sean Seepersad, PhD – Associate Director, Academic Affairs  
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The Office of Higher Education is an Equal Opportunity/Affirmative Action Employer and strongly encourages applications from women, minorities, persons with disabilities and veterans.