

POSITION VACANCY ANNOUNCEMENT

Director of University Relations and Policy Research

The Presidents Council, State Universities of Michigan, based in Lansing, is a nonprofit higher education association serving Michigan's 15 state universities, which collectively enroll 287,000 students at the undergraduate and graduate level. The Presidents Council is seeking to recruit an energetic and creative individual to fill the role of Director of University Relations and Policy Research.

Position Description

The Director of University Relations and Policy Research serves an integral role in delivering on the Council's mission of providing research and information services, policy analysis, advocacy and communication services, program oversight, and serving as a convener of a wide variety of stakeholder groups both internal and external to the state's public higher education community.

Specific Duties

- Conduct research on issues that impact currently existing and proposed higher education public policies.
- Perform extensive writing to communicate higher education issues to the state's public higher education community, policymakers, media, and others.
- Convene and assist in facilitating meetings with a wide variety of stakeholder groups affiliated with the Presidents Council.
- Administer programs and coordinate events under the auspices of the Presidents Council.
- Identify and implement value-added communications strategies aimed at various publics.
- Participate in and represent the organization on statewide committees and initiatives.
- Some primarily in-state travel is required.

Qualifications

- Familiarity with the academic and operational aspects of higher education administration.
- Ability to work with and relate to university officers and directors.
- Knowledge of broad trends and issues shaping and impacting public higher education such as: student enrollment, demographics, the economy, tax issues, governance, accountability, and K-12 state policy.
- Ability to work well with data; possession of good research skills and the ability to analyze current and proposed public policies.
- Understanding of public policy making and political processes as they pertain to higher education.
- Experience in program administration and project management.
- Exceptional oral and written communication skills.
- Ability to work well in a small office setting.
- Attainment of an advanced degree in education, public administration, public policy or other relevant field, preferred.
- Experience working in a university setting preferred.

Application Process

Send a cover letter that articulates the knowledge, skills, and experiences that will be brought to bear in the position, along with a resume to:

Dr. Michael A. Boulus
Executive Director
Presidents Council, State Universities of Michigan
101 S. Washington Square, Suite 600
Lansing, MI 48933

Review of applications will begin immediately. Applications will be accepted until the position is filled.