

**Washington Student  
Achievement Council**

**Associate Director,  
Academic Affairs and Policy**

Appointment Type:	Exempt
Classification:	Associate Director, Academic Affairs and Policy
Division:	Policy, Planning, and Research
Salary Range:	\$5,834-\$7,167
Work Schedule:	Full-time
Location:	Olympia
Opens:	November 2, 2012
Closes:	November 30, 2012

### **AGENCY PROFILE**

The Washington Student Achievement Council (WSAC) links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. The Council is composed of five members who represent the public, including one student member, and four members who represent, respectively, the community and technical colleges, the public baccalaureate colleges and universities, the independent, non-profit colleges and universities and the Office of the Superintendent of Public Instruction. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides.

### **GENERAL POSITION DESCRIPTION**

This position is responsible for policy analysis and recommendations related to the preparation and success of students in the higher education system. Specifically, the incumbent analyzes trends related to college readiness and remediation, teacher preparation and effectiveness, diversity, and gender equity in higher education. This position coordinates with other agency staff, institutional stakeholders, and other education agencies working on related issues.

### **Essential Functions:**

- Primary analyst for research and policy development related to college-going culture; student aspirations, preparation, and attainment; transition into college; diversity; gender equity; and teacher preparation and effectiveness. Including, but not limited to:
  - Monitor and analyze demographics, demographic changes, and related policy issues for P-20 education.
  - Monitor and analyze student readiness, remediation, and progress.
  - Monitor and analyze teacher preparation, effectiveness, and related policy issues.
- Support analyst for statewide and regional educator employer needs assessment.
- Lead efforts to assess the success of students in the Washington education system and identify innovations and best practices that might lead to improvements in student motivation, preparation, and success.

# EXEMPT RECRUITMENT ANNOUNCEMENT

- Participate in statewide workgroups related to college readiness and the implementation of common core state standards and related assessments.
- Monitor, analyze, and communicate changes in college admissions policy and practices.
  - Work with Office of Superintendent of Public Instruction (OSPI) and high school counselors to interpret the minimum college admission standards and specific course requirements.
  - Collaborate with State Board of Education (SBE) to ensure college admissions standards are aligned with high school graduation requirements to the maximum extent possible.
  - Primary liaison with National Collegiate Athletic Association (NCAA) to inform college admissions directors and high school counselors of changes in NCAA requirements.
  - Collaborate with other agency staff, including Guaranteed Education Tuition (GET), College Bound, and Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) staff to ensure consistent message related to college admissions policy and practice.
- Serve as a liaison to educational stakeholder groups spanning P-20 including, but not limited to, SBE, OSPI, Professional Educators Standards Board, Washington Principal's Association, Washington State Superintendent's Association, League of Education Voters, Washington Education Association, and the Washington Council for College-High School Relations.
- Analyze and make recommendations regarding legislation and other policy initiatives related to P-20, gender equity, and diversity issues.
- Identify and seek external opportunities including grants from public and private entities.

## QUALIFICATIONS

### Required

- Master's degree or higher in social science, public policy, education, business, or related field.
- Demonstrated knowledge of high school to college transition, higher education admission, and academic affairs policy issues.
- Broad experience working with students and professionals from diverse backgrounds.
- Experience working in a highly visible, political environment.
- Demonstrated interpersonal and communication skills necessary to establish and maintain effective working relationships with other agency staff and with staff in other education agencies, institutions of higher education, and other partner groups.
- Ability to communicate effectively with diverse groups of stakeholders including preparation of published reports and delivery of professional presentations to various audiences, such as the Washington State Legislature, the Washington Student Achievement Council, and other statewide groups.
- Ability to effectively interact with diverse individuals and colleagues in a sensitive, respectful, and courteous manner.
- Demonstrated experience in managing large, complex projects.
- Ability to flourish in a high pressure, deadline-oriented environment.

### Preferred/Desired Education, Experience and Competencies:

- Doctoral degree in education, social sciences, public policy, business, or related field.
- Experience working in K-12 or college or university setting.
- Experience working in admissions or registrar's office.
- Proficiency in quantitative or qualitative research methods

## SALARY AND BENEFITS

The salary for this position is commensurate with experience. The State of Washington offers a generous benefits package, worth about 30% of the salary, that includes medical, dental, life, and long-term disability insurance; vacation, sick, military, civil, and shared leave; 11 paid holidays per year; a state retirement plan with generous employer contributions; optional Deferred Compensation Program for tax-deferred retirement investments; and optional Dependent Care Assistance and Medical Flexible Spending Accounts.

## APPLICATION PROCEDURES

To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which must include the following:

1. **Letter of Application.** A letter of application that addresses how you meet the qualifications described in this announcement.
2. **Resume.** A detailed resume including all educational and professional experience.
3. **References.** A list of names, titles, and current telephone numbers of three (3) employment references.
4. **One writing sample**
5. **Authorization to Release Information form**
6. **Affirmative Action Form (optional)**

Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.

### Submit your completed application materials to:

Karen Moton-Tate  
Associate Director of Human Resources  
Washington Student Achievement Council  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

## APPLICATION CLOSING DATE

Applications due by November 30, 2012 at 5:00 p.m.

Applications may be mailed or delivered to the above address or faxed to (360) 704-6202. They may also be submitted in electronic format to: Karenm@wsac.wa.gov. Please type "ASSOCIATE DIRECTOR" in the subject line.

***Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.***

*The Washington Student Achievement Council is an equal opportunity/affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application, and selection process to applicants with disabilities who request such assistance. Please contact us at (360) 753-7802 as early as possible regarding any assistance you may require.*

## AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a position with the Washington Student Achievement Council, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Council to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## AFFIRMATIVE ACTION DATA SHEET

Please complete and return this form with your employment application package. This is an optional form. You may choose not to complete this form.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

Friend or neighbor       WSAC Website       Newspaper or other publication\*  
 Dept of Personnel       WSAC Job line       An organization electronic  
 Other State Agency\*       Other\*      notice\*

\*Please specify web site, organization, newspaper, publication or other source here:

The Washington Student Achievement Council is an equal opportunity employer. The Council's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Council requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

**This information will be separated from your application and handled confidentially.**

Please check any/all of the following that apply:

Male       African American/Black       Vietnam Era Veteran  
 Female       Asian/Pacific Islander      (served 180 days or more  
 Age 40 or older       Caucasian/White      between 2/28/61 and 5/7/75 and  
 Person with a       Hispanic/Latino      does not have a dishonorable  
disability       Native American/  
American Indian/  
Alaska Native       Special Disabled Veteran  
(30% or more disability)