



Policy Analyst

The Institute for College Access & Success (TICAS) seeks a DC-based Policy Analyst to help inform and shape federal policies that make college access and success possible for people of all backgrounds.

The Organization: Based in Oakland, CA, TICAS is a national nonprofit, nonpartisan research and policy organization dedicated to making higher education more available and affordable for people of all backgrounds. It is a widely respected source of expertise on financial aid, student debt and related issues, and is an influential advocate for reform at the federal, state and college levels. For more information, see www.ticas.org and www.projectonstudentdebt.org.

The Position: The Policy Analyst conducts research and analysis and implements advocacy projects, with a primary focus on federal policies related to financial aid and student debt. The position involves significant contact with federal executive and legislative branch staff and national education experts and advocates. Issues include federal student loan policies, consumer protections for borrowers of non-federal (private) student loans, need-based grant aid, simplification of the financial aid process, and improved oversight of career education programs. The position reports to the Director of the DC office and works closely with staff across the organization. Working with the DC Director, specific roles and responsibilities include:

Research and Analysis, Issue Monitoring

- Track and analyze regulatory, legislative, school- and sector-level developments
- Collect and analyze data to inform and support policy work
- Write and/or conduct research for reports, memos and fact sheets

Networking and Advocacy

- Help shape and execute strategies and tactics for pursuing policy goals
- Communicate policy priorities and evidence-based proposals to policy makers and stakeholders
- Build and coordinate coalitions of support for key policy proposals, track and organize external outreach, and maintain current outreach lists
- Lead, manage and/or organize meetings and conference calls

External Communications

- Represent TICAS at in-person meetings and on conference calls (some travel required)
- Develop, fact-check and/or update public materials for accuracy and accessibility
- Disseminate analysis and news to policy makers, stakeholders and the public
- Respond to external inquiries

Core Qualifications: Candidates must have a *minimum* of five years of direct experience with policy analysis and advocacy, preferably at the federal level. They must enjoy working in a creative, fast-paced environment with multiple tasks and deadlines. Other key qualifications include: excellent communication and writing skills; a demonstrated ability to synthesize policy and research information for different audiences; keen analytical skills and attention to detail; highly organized; and strong quantitative and data presentation skills. Bachelor's degree required; Master's degree in a related field preferred.

The Institute seeks and depends on employees who are:

- strong team players as well as individual contributors
- intellectually curious
- detail-oriented
- excellent communicators
- creative problem-solvers
- able to organize and manage competing priorities, tasks and deadlines
- comfortable with ambiguity
- flexible in response to change
- responsible for the quality and timeliness of their work

Application Process

The position is based in Washington, DC. Full benefits provided; compensation commensurate with experience and qualifications. TICAS is an equal opportunity employer. Interested candidates should send a *cover letter and resume* to admin@ticas.org with "DC Policy Analyst" in the subject line. No phone calls please. This position will remain open until filled.