Assistant Commissioner for Performance and Strategy

Reports to: Commissioner
Location: Truman State Office Building, Jefferson City, Missouri; flexible work arrangements will be considered
Pay Range: Commensurate with Experience

OVERVIEW

The Missouri Department of Higher Education (MDHE) is launching a transformation to become the nation’s leader in preparing the workforce of the future. The department seeks a dynamic visionary to develop a best-in-class data-driven performance and strategy team and to serve as a member of the new executive team.

On August 28, 2019, MDHE’s scope will expand to include the state’s federally funded workforce development programs and economic research center. This shift will redefine Missouri’s approach to postsecondary opportunities and increase the range of options available to Missourians after they graduate from high school. It also represents a massive organizational change from a department of 50 people to one of 350 people.

The assistant commissioner for performance and strategy is a new position. The person who holds this job will define the new unit, identify the resources needed to achieve that vision, and work closely with the commissioner of higher education to ensure success. This position will initially lead a staff of about 25; in time, that number may increase as the unit’s responsibilities expand. The person who holds this position must be a leader and a do-er.

ESSENTIAL QUALITIES

Creative | Dedicated | Thorough | Magnetic | Relentless

RESPONSIBILITIES

1. In the short term, oversees all the work currently being performed by the Missouri Economic Research and Information Center (MERIC) and data staff at the Missouri Department of Higher Education and the Division of Workforce Development.

2. In the intermediate term, works with staff and stakeholders to develop and implement vision, values, and practices for to make the new unit a best-in-the-nation data and research shop.
3. Develops a diverse, high-performing team of leaders to drive a data-driven, collaborative, and facilitated approach to support transformations that sustainably improve student success and workforce preparation.

4. Identifies measures of success, tracks movement toward goals, and effectively communicates about progress.

5. Develops the relationships needed to gather best thinking, collect honest feedback, and navigate challenges.

6. Collaborates with colleagues to drive policy recommendations.

7. Works with stakeholders to develop a research agenda for the department and to identify gaps in data and research.

8. Develops a network of colleagues who are researching similar issues and identifies opportunities to share learning and collaborate.

9. Coordinates with colleagues in other departments of state government to improve data collection and analysis and to support informed policy decisions across state government.

10. Oversees and coordinates the collecting, cleaning, and housing of postsecondary, workforce, and economic data.

11. Identifies and integrates data from sources other than state and federal government.

12. Publishes, disseminates, and promotes data and reports in audience-appropriate formats.

13. Models behavior consistent with organizational aspirations.

14. Serves as a highly effective spokesperson for the department.

15. Develops board items and makes reports to the Coordinating Board for Higher Education and establishes relationships with board members.

16. Assumes other duties as assigned.

DEMONSTRATED EXPERIENCE REQUIRED

1. Has successfully led implementation of complex policy and organizational change initiatives.

2. Has used data to drive policy solutions and evaluation.

3. Has managed resources – including dollars and time – effectively.

4. Has motivated a team.

5. Has communicated effectively through written, verbal, and visual media, including presentations to large and diverse audiences.

6. Has worked with stakeholders to achieve consensus on divisive issues.

7. Has been in a management position for at least five years.

8. Is well-connected to national postsecondary, economic, and/or workforce research leaders and organizations.
EDUCATION REQUIREMENTS

Applicants must have earned a bachelor’s and master’s degree from an accredited institution, and a doctoral degree is preferred.

TECHNICAL SKILLS

1. The person who holds this position must be an enthusiastic adopter of new tools and technology.

2. Proficiency in Microsoft Office products (Outlook, Word, Excel, and PowerPoint), Tableau, statistical software (e.g., SPSS, SAS), and major database applications (e.g., DB2, SQL Server) is also required.

REQUIRED TRAVEL

This position requires periodic travel.

TO APPLY

Applicants should submit a cover letter, resume, official college transcripts, and contact information for 3-5 professional references to Human Resources at hr@dhe.mo.gov. Applicants may also submit the Affirmative Action Survey.

This position will remain open until it is filled. The first formal review of applications will begin on May 15, 2019.