



## Assistant Commissioner for Postsecondary Policy

**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 drive policy initiatives that increase the percent of working-age adults who have a high-quality degree or certificate 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 postsecondary policy is a new position. The assistant commissioner will define the new Office of Postsecondary Policy, 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 ten; in time, that number will likely 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 postsecondary policy work, including academic affairs functions such as academic program approval, mission review, student success initiatives, mediation of conflicts among public institutions, and state reciprocity; the development of higher education institution budget requests; and, in partnership with financial aid operations staff, student financial aid policy.

2. In the intermediate term, works with staff and stakeholders to develop and implement vision, values, and practices for the new unit.
3. Identifies measures of success, tracks movement toward goals, and effectively communicates about progress.
4. 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.
5. Develops the relationships needed to gather best thinking, collect honest feedback, and navigate challenges.
6. Models behavior consistent with organizational aspirations.
7. Serves as a highly effective spokesperson for the department.
8. Develops board items and makes reports to the Coordinating Board for Higher Education and establishes relationships with board members.
9. Assumes other duties as assigned.

## **DEMONSTRATED EXPERIENCE REQUIRED**

1. Has successfully led implementation of complex policy and organizational change initiatives.
2. Has managed resources – including dollars and time – effectively.
3. Has motivated a team.
4. Has communicated effectively through written, verbal, and visual media, including presentations to large and diverse audiences.
5. Has worked with stakeholders to achieve consensus on divisive issues.
6. Has been in a management position for at least five years.
7. Is well-connected to national postsecondary policy 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 including Microsoft Outlook, Word, Excel, and PowerPoint are 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](mailto: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.