

## State Higher Education Executive Officers



### Common Data Standards Project Manager Common Data Standards Research Associate

SHEEO is seeking two talented professionals, a **Project Manager and Research Associate**, for a three-year project supporting the development and adoption of a national model for longitudinal data standards for education. The project team will work closely with the Council of Chief State School Officers (CCSSO), the U.S. Department of Education, the Data Quality Campaign (DQC), and the Postsecondary Electronics Standards Council (PESC) and will incorporate a consultative process involving school, district, and postsecondary institutional and associational representatives. The project's scope will focus on the limited set of data elements required for guiding educational policy and supporting effective communication among the different components of the educational system. It will not seek to develop a model addressing every aspect of the education enterprise. Standards will address both business and technical definitions for the data that provide the 2-way links between K-12 and postsecondary education.

The Project Manager will be responsible for overall project direction, and will be expected to have a strong track record in project leadership as well as extensive experience in postsecondary data systems. The Research Associate will have major responsibilities for project implementation and the collection and dissemination of information to advance the goals of the project.

. The ideal candidates for both positions will have:

- Experience working with and developing business and technical data standards,
- Data system technical fluency,
- Experience developing national advocacy and communication strategies,
- Strong communication and interpersonal skills,
- Project management skills,
- Experience planning meetings in multiple locations,
- Deep knowledge of postsecondary education and relationships with K-12, and
- Exposure to the technical vendor community.

Both positions will require experience writing clearly and concisely for a variety of audiences; the ability to grasp and convey detailed and complex information to both technical and non-technical audiences; experience planning and conducting state, regional, and national meetings; and making presentations on substantive issues at national conferences.

Responsibilities include but are not limited to the following:

- Participating in the development of national data standards through an effort directed by the U.S. Department of Education;
- Developing adoption and communication plans for the newly-developed data

- standards;
- Advocating and communicating the value of data standards through print and electronic means as well as formal presentations;
  - Soliciting and communicating feedback and reaction from the postsecondary community for ongoing refinements to the standards;
  - Developing collaborative strategies for advocacy and adoption with project partners including CCSSO, DQC, and PESC;
  - Building relationships with the vendor community to encourage the incorporation of the common data standards into software used by the postsecondary community;
  - Measuring and reporting on state adoption of the common data standards; and
  - Developing national name recognition for the common data standards project within the postsecondary community.

The project will be under the direction of the Vice President for Research and Information Resources who will work closely with the team.

Minimum qualifications for the Project Manager include an advanced degree plus ten years of progressive work experience involving postsecondary data systems, advocacy and communication for major initiatives, and project management. Minimum qualifications for the Research Associate position include an advanced degree with relevant experience in the same fields.

National travel up to 50% of time will be required.

SHEEO offers competitive salaries based on education and experience and excellent staff benefits. SHEEO is particularly interested in providing equal employment opportunities and employing a diverse staff.

Applications including a resume and cover letter or nominations should be sent to Gladys Kerns, SHEEO, 3035 Center Green Drive, Suite 100, Boulder, Colorado 80301-2205. E-mail ([gkerns@sheeo.org](mailto:gkerns@sheeo.org)) is preferred. Fax number is 303-541-1639. Information on SHEEO and on current SHEEO projects can be found at [www.sheeo.org](http://www.sheeo.org). These positions are available immediately and the search will continue until both positions are filled.