



The Maritime Provinces Higher Education Commission (MPHEC) is an agency for cooperation in post-secondary education amongst the three Maritime Provinces. The Commission is accountable to the ministers responsible for postsecondary education in the Maritimes. The Commission comprises 20 members representing universities, the public-at-large (including students), and the three Maritime governments. The Commission's primary orientation in carrying out its duties is to give first consideration to improving and maintaining the best possible service to students as lifelong learners. The Commission, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position:

**POLICY AND RESEARCH ANALYST
(QUALITY ASSURANCE (QA))
(\$47,710 - \$66,690)**

This is a contract position, to be awarded for a 2 year period, with the possibility of extension.

The responsibilities for this position include, but are not limited to:

- Analyzing universities' program proposals for consistency and alignment with established standards;
- Researching academic programs and policies within and outside the Maritimes;
- Analyzing standards, policies, procedures for program development and quality assurance, within and outside the region;
- Conducting research projects autonomously;
- Presenting analysis and/or research within a highly-specialized team environment;
- Liaising with external consultants and others as appropriate;
- Writing various types of correspondence for external audiences (memos, letters, minutes);
- Preparing documents with varying degrees of team input, and contributing to documents produced by colleagues (program information forms, policy frameworks, information requirements, analytical reports);
- Organizing stakeholder events (symposium, conference, etc.) as needed;
- Assisting with Commission publications;
- Other related work as assigned;
- May involve travel.

The successful candidate will take pride in being able to identify a coherent proposal and those with inconsistencies or gaps in reasoning; have the ability to condense large amounts of information to the most salient points; be methodical and attentive in their work and have an affinity for detailed work; have strong organizational and time management skills, including the ability to manage long-term projects with day-to-day activities and to produce high quality work under tight deadlines; demonstrate initiative, be self-directed and goal-oriented; have the ability to undertake complex assignments with minimal supervision; have excellent oral and written communication skills; be flexible and adaptable and able to prioritize their work.

Minimum Qualifications:

Candidates must:

- Have a master's degree (thesis/research-based preferred) in a social sciences, humanities, or related field;
- Possess a good understanding of the post-secondary learning environment;
- Have a demonstrated ability to work with others toward specific goals, including team work and one-on-one interactions;
- Have a demonstrated ability to successfully carry out independent work;
- Have excellent oral and written communications skills in English;

Asset qualifications:

Preference may be given to candidates that:

- Have the ability to communicate (oral and written) in French;
- Have prior experience related to university quality assurance;
- Have prior experience assessing or developing policy and/or providing policy advice.

An equivalent combination of education, training and experience may be considered. Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their curriculum vitae should be in chronological order specifying education and employment in months and years.

The Commission offers an excellent benefits package and a stimulating work environment. Salary is commensurate with experience.

Applications must be submitted quoting Competition No. PRA-QA-02 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by email at mphec@mphec.ca, **by April 18, 2017.**

We thank those who apply, however, only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.