



The MPHEC, located in Fredericton, is seeking an individual to fill the following position:

Policy and Research Analyst
(\$42,406 to \$65,000)
One-year contract position, with possibility of longer-term appointment

Responsibilities of the position include:

- Analyzing proposals for new university programs for internal consistency, alignment with established standards
- Researching academic programs within and outside the Maritimes
- Writing various documents (memos, letters, minutes)
- Analyzing standards, policies, procedures for program development and quality assurance, within and outside the region
- Researching and assigning numeric (e.g., CIP) codes to approved programs
- Conducting research projects autonomously

The ideal candidate has completed a graduate-level (thesis/research-based) program, and has a good understanding of the post-secondary environment. The successful candidate will demonstrate initiative, and be self-directed; he or she will have solid critical thinking skills, and be an excellent and precise writer. The ideal candidate can condense large amounts of information to the most salient points. English is the main language of operation, and bilingualism (English/French) is an asset.

This position will appeal to someone who likes to work independently and then come together in a highly-specialized team environment to share his/her work and provide input on the work of others. She or he carefully considers details/logic presented and takes pride in being able to identify a coherent proposal/rationale, and those with inconsistencies or gaps in reasoning. He or she also appreciates the importance of effective (oral and written) communication, for both internal and external audiences.

In their application letter, candidates **must** demonstrate how they meet the above requirements and describe what about the work attracts them to this position. Applications are also to include a curriculum vitae.

Compensation commensurate with experience. The position will be awarded for a one-year term, with options for renewal and possible longer-term employment upon satisfactory performance and budgets.

Applications must be forwarded to:

Competition No. 2013-01
Maritime Provinces Higher Education Commission
401-82 Westmorland Street
P.O. Box 6000 Fredericton, NB E3B 5H1
Fax: (506) 453-2106
Email: mphec@mphec.ca
Website: www.mphec.ca

Consideration of applications will begin immediately and the competition will close once a suitable candidate has been hired. Only candidates successful in securing an interview will be contacted.