

# NATIONAL ASSOCIATION *of* SCHOLARS

## Position Description — Policy Director

### Key areas of responsibilities

- Building relationships with policymakers at the federal and state levels.
- Meeting with policymakers to present NAS's work and promote our reform proposals.
- Representing the NAS at professional events and in other public settings relevant to our work, including in presenting our work before congressional offices and other federal and state institutions.
- Working with research staff to prepare one-pagers on issues of relevance to NAS's work.
- Helping to develop and adapt NAS's research projects into actionable policy reforms.
- Presenting on NAS's work to public audiences.
- Forming relationships with newspapers and journals of record and identifying opportunities for publication, both in the popular press and peer-reviewed journals.
- Marketing NAS's work to the press and the general public.
- Undertaking interviews and other public engagement efforts as required to further publicize the NAS's work.
- Crafting and filing public records requests as needed.

### Preferred Qualifications

- JD or advanced degree in law and/or public policy
- At least five years' experience in public policy
- Strong interpersonal skills
- Desire to further NAS's mission to improve higher education
- Self-starter
- Attentive to detail
- An exemplary writer

### Salary and Hours:

- This is a full-time position consisting of 40 hours per week.
- The position will pay \$85,000 with competitive benefits and insurance.

**Reports to:** President, Peter Wood

**For consideration:** Send a resume and writing sample to Chris Kendall at [kendall@nas.org](mailto:kendall@nas.org).