



# ADVISORY COMMITTEE ON STUDENT FINANCIAL ASSISTANCE



## ANNOUNCEMENT OF POSITION VACANCY ASSISTANT DIRECTOR

The Advisory Committee on Student Financial Assistance is an independent committee created by Congress under the Higher Education Amendments of 1986 to advise Congress and the Secretary of Education on student aid and higher education policy. The primary purpose of the Committee is to make recommendations that will maintain and increase access to postsecondary education for low- and moderate-income students.

The Committee has been recently reauthorized with expanded charges, including a study of federal regulations in higher education, an annual report on the adequacy of need-based grant aid for low- and moderate-income students and on their enrollment and persistence rates, and a continuing role in monitoring and analyzing the simplification of financial aid forms and processes.

### Duties and Responsibilities

The Advisory Committee seeks an individual to support the Committee's priorities and objectives. An Assistant Director may be expected to perform any of the following tasks:

- Assist with and conduct congressionally requested studies
- Review and analyze federal regulations related to student aid
- Assist in the planning and preparation of all Committee meetings and hearings
- Develop background papers and analyses on issues related to college access and persistence
- Work with other staff in the development of current Committee reports and projects
- Represent the Advisory Committee by attending and presenting at local and national meetings sponsored by Congress, the Department of Education, and the higher education community
- Monitor, analyze, and evaluate federal, state, and institutional student assistance programs
- Other duties as assigned

### Minimum Qualifications:

- Proven communication skills—both written and oral
- At least a master's degree, with strong research and analytical skills
- Interest in education policy, financial aid, and/or college access and persistence

### Preferred Additional Qualifications:

- Background in education policy, particularly policies related to access and financial aid
- Understanding of the federal legislative and regulatory processes
- Knowledge of federal, state, and institutional need-based student aid programs
- Familiarity with SPSS and statistical software packages

### Other Key Information

- A background investigation is required.
- Relocation expenses will not be paid.

For full consideration, please send resume, cover letter, a short writing sample, and three references to:

**Tracy D. Jones, Search Coordinator**  
[tracy.deanna.jones@ed.gov](mailto:tracy.deanna.jones@ed.gov)

**NO PHONE CALLS. PLEASE E-MAIL APPLICATIONS.**

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