



ACLS Leading Edge Fellowship

Position Title:	Policy and Communications Associate
Organization:	Presidents' Alliance on Higher Education and Immigration
Location:	Washington D.C. (In person/Hybrid)
Stipend:	\$66,000 in year one, \$70,000 in year two, plus health insurance, \$3,500 per year in professional development funding, and up to \$5,000 for relocation costs
Start Date:	September 2023

ORGANIZATION DESCRIPTION

The non-partisan, nonprofit [Presidents' Alliance on Higher Education and Immigration](#) brings college and university presidents and chancellors together on the immigration issues that impact higher education, our students, campuses, communities and nation. We work to advance just, forward-looking immigration policies and practices at the federal, state, and campus levels that are consistent with our heritage as a nation of immigrants and the academic values of equity and openness. The Alliance comprises over 550 presidents and chancellors of public and private colleges and universities, enrolling over five million students in 43 states, D.C., and Puerto Rico.

POSITION DESCRIPTION

The Alliance seeks a Policy and Communications Associate to support our policy research and ongoing advocacy and public communications efforts. Currently, the policy team engages in both administrative and legislative advocacy on issues that impact undocumented, refugee, and international students in higher education. Our policy work is grounded in research, data, and the lived experiences of impacted populations, and raising public awareness about the issues that face these students is key to achieving meaningful policy outcomes.

The Policy and Communications Associate would play a crucial role in research, engagement, and public communication campaigns and messaging to support the policy team. Under the supervision of the Director of Policy and Strategy, Diego Sánchez, and working closely with the Senior Policy Advisor, Jill Welch, the Associate will help implement a campaign that weaves together our policy advocacy and analysis with public messaging that recognizes the contributions of these students in U.S. communities and on campuses. The Associate would be responsible for translating complex policy issues to be accessible to the higher ed community. The Associate's responsibilities could include drafting student narratives or op-eds for use by member presidents and chancellors, and contributing to other media opportunities that promote positive narratives about immigration and higher education. The Associate also would be expected to perform qualitative and quantitative analyses, write and edit posts for the Higher Ed Immigration Portal that synthesize their research, or use their research to help draft and share policy and other issue briefs that advocate for inclusive and equitable access to academic and immigration pathways for undocumented, refugee, and international students. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

Responsibilities and Tasks:

- Perform qualitative research and basic quantitative research, including organizing information in Microsoft Excel.
- Draft regular policy updates and briefings, press releases, and reports
- Support editorial processes for written products produced by the policy team

This position is *only* available through the Leading Edge Fellowship program.
You may *not* contact the host institution to inquire about this position.

- Manage communications and resources via member communications, social media, and the Higher Ed Immigration Portal.
- Draft op-eds, blog posts, and other communications materials.
- Incorporate student perspectives and experiences into Presidents' Alliance program and advocacy efforts, including by drafting and uploading student and alumni narratives in the Higher Ed Immigration Portal.
- Draft posts for the Presidents' Alliance weekly newsletter.
- Support Director of Policy and Strategy and the Senior Policy Advisor on engagements and meetings with federal agencies, the White House, and Congressional offices.
- Coordinate strategy sessions with immigration, industry, education, and other non-profit organizations on administrative and legislative priorities.
- Develop and share relevant content for social media.
- Help plan, develop and execute events such as webinars, meetings, and conferences.

Qualifications:

- PhD in any field of the humanities or humanistic social sciences, read more about eligible fields [here](#) .
- Demonstrated interest in topics related to immigration, migration, membership, race, ethnicity, or international education.
- Excellent research, writing, analytical and communication skills, including the ability to quickly understand complex issues related to immigration and higher education and communicate this knowledge to external stakeholders.
- Interest in working with media, including social media and online platforms.
- Time management and project management skills with the ability to prioritize tasks, deliver high-quality, accurate work, and meet multiple deadlines.
- Experience or willingness to help coordinate meetings, write reports, plan webinars, and/or update website content.
- Ability to work independently, solve problems creatively, and collaborate effectively with colleagues, member institutions, partners, and Presidents' Alliance team members.
- Familiarity and ease with software/tech (e.g. Microsoft Office, Google Suite, Zoom).

Preferred:

- Policy expertise in one or more of the fields of refugee resettlement, undocumented student advocacy, immigration and higher education, or international education.
- Lived experience within or experience working with impacted populations and on diverse teams.

APPLICATIONS

- Information on the Leading Edge Fellowship Program: <https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships>
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: 9:00pm EDT, March 15, 2023.

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