Senior Policy Advisor

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Type: Full-Time
Salary: $119,400 - $185,100 per year
Posted: 2 days ago
Category: Institutional Research and Planning
Military
Job Type: Full time

Job Number: JR-024271

Location: Salt Lake City Office
If you're passionate about building a better future for individuals, communities, and our country-and you're committed to working hard to play your part in building that future-consider WGU as the next step in your career.

Driven by a mission to expand access to higher education through online, competency-based degree programs, WGU is also committed to being a great place to work for a diverse workforce of student-focused professionals. The university has pioneered a new way to learn in the 21st century, one that has received praise from academic, industry, government, and media leaders. Whatever your role, working for WGU gives you a part to play in helping students graduate, creating a better tomorrow for themselves and their families.

The salary range for this position takes into account the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs.

At WGU, it is not typical for an individual to be hired at or near the top of the range for their position, and compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current range is:

Grade: Professional 313 Pay Range: $119,400.00 - $185,100.00
Job Description

Job Summary

The Senior Policy Advisor is responsible for managing WGU's public policy stewardship, analysis, and coordination processes. This position reports to the Director of Strategy, Policy, and Insights within the Strategy & Ventures Group. **Responsibilities**

Policy Stewardship & Institutional Credibility

- Develop timely, credible, and consistent policy products-including position statements, policy briefs, comment letters, and legislative memos-that articulate WGU's perspective to policymakers and external stakeholders.
- Oversee disciplined internal review and alignment processes for policy products, ensuring quality, consistency, and appropriate consultation with relevant leaders.
- Safeguard WGU's reputation and credibility by ensuring policy positions are analytically sound, transparent, and responsibly framed.

Policy Analysis & Sensemaking

- Monitor and interpret public policy developments that may affect WGU's strategic positioning, growth, or operating environment in higher education and workforce.
- Conduct policy analysis that surfaces implications, tradeoffs, risks, and opportunities for institutional decision-making.
- Synthesize information from legislation, regulatory activity, media, think tanks, and advocacy organizations into concise, decision-relevant insights for internal stakeholders.
- Direct the development and use of AI-enabled tools and analytic systems to enhance policy scanning, regulatory analysis, and opportunity mapping.

Strategic Translation & Coordination

- Partner closely with Strategy and Insights leaders to translate institutional priorities, research, and foresight into coherent policy positions and narratives.
- Collaborate with Government Relations to translate approved policy positions into effective engagement and advocacy strategies.
- Support identification of policy-aligned partnerships by working with internal teams to assess alignment with WGU's mission and strategic objectives.
- Contribute to broader thought leadership efforts by articulating WGU's perspective on higher education and workforce policy issues in coordination with Institutional Advancement.
- Coordinate with leaders across WGU to provide policy expertise, as needed.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of higher education, workforce, and related public policy domains, including legislative and regulatory processes.
- Knowledge of how public policy intersects with institutional strategy, growth, and reputation in complex, mission-driven organizations.
- Skill in distilling complex policy developments into concise, decision-relevant updates for senior leaders and cross-functional stakeholders.

- Skill in managing internal review processed to ensure policy products are accurate, consistent, and aligned with institutional priorities.
- Ability to exercise sound judgment in navigating policy issues that carry reputational, strategic, or political sensitivity.
- Ability to operate comfortably in ambiguity and uncertainty.
- Ability to influence without formal authority across a complex, matrixed organization.
- Ability to represent WGU positions with external partners, as directed.

Education & Experience

- Bachelor's degree in a relevant field (such as public policy, social sciences, economics)
- 7+ years of relevant public policy experience and a strong understanding of higher education and workforce related policies and issues.

Preferred Qualifications

- Professional experience in talent and workforce development or higher education sectors.
- Strong ability to identify and participate in policy-aligned partnerships, aligning to WGU's mission and strategic objectives.

This position requires occasional travel of up to 20%, including required attendance at designated company summits (typically one to two per year). Additional travel may include conferences, visits to company locations, and other business-related events as needed. Additional travel may be assigned as needed to support business requirements.

Position & Application Details

Full-Time Regular Positions (classified as regular and working 40 standard weekly hours): This is a full-time, regular position (classified for 40 standard weekly hours) that is eligible for bonuses; medical, dental, vision, telehealth and mental healthcare; health savings account and flexible spending account; basic and voluntary life insurance; disability coverage; accident, critical illness and hospital indemnity supplemental coverages; legal and identity theft coverage; retirement savings plan; wellbeing program; discounted WGU tuition; and flexible paid time off for rest and relaxation with no need for accrual, flexible paid sick time with no need for accrual, 11 paid holidays, and other paid leaves, including up to 12 weeks of parental leave.
How to Apply: If interested, an application will need to be submitted online. Internal WGU employees will need to apply through the internal job board in Workday.

Additional Information

Disclaimer: The job posting highlights the most critical responsibilities and requirements of the job. It's not all-inclusive.

Accommodations: Applicants with disabilities who require assistance or accommodation during the application or interview process should contact our Talent Acquisition team at recruiting@wgu.edu.

Equal Employment Opportunity: All qualified applicants will receive consideration for employment without regard to any protected characteristic as required by law.
As an equal opportunity employer, WGU recognizes that our strength lies in our people. We are committed to diversity.