

SOLAR FOR ALL JOB DESCRIPTION EXAMPLE FOR STATES

Energy Policy Analyst / Senior Energy Policy Analyst

This position is one of several position descriptions for jobs relating to Solar for All posted on the Clean Energy States Alliance [Solar for All webpage](#). It is not necessarily an active job description, but an example for other states to use for their own recruiting purposes.

Location: Raleigh, NC (some remote)

Working Title: Energy Policy Analyst / Senior Energy Policy Analyst

Agency: North Carolina State University

Salary: Commensurate with education and experience

Requirements and Preferences

Work Schedule: 9:00AM – 5:00PM, some remote/flexible

Other Work/Responsibilities

- Conduct research and analysis of state solar policies and regulations
- Track, analyze, and summarize clean energy legislative and regulatory actions across the U.S
- Develop educational and best practices resources on solar policies and programs
- Support the management of stakeholder working groups
- Provide technical assistance to local governments and utilities on solar policy and program development
- Develop responses to information requests from stakeholders and citizens
- Present on energy policy topics at workshops, conferences, and other meetings

Minimum Experience/Education

- Bachelor's degree in environmental studies, public policy, political science, economics, or a related field
- For Senior Policy Analyst level, two or more years of relevant professional experience

Department Required Skills

- Introductory understanding of federal, state, and local energy policy and regulation; regional and state electricity markets; and utility regulation
- Ability to work as a team player, along with capability to work independently with significant initiative on defined tasks and projects
- Excellent attention to detail
- Excellent analytical and organizational skills

- Excellent written and oral communication skills
- Willingness to travel as needed

Preferred Years Experience, Skills, Training, Education

- Advanced degree in energy or environmental policy, public policy, or a related field
- Two or more years of relevant professional experience
- Strong knowledge of clean energy policy regulation, especially policies and regulations relevant to residential and community solar energy in North Carolina
- Experience and initiative to manage projects

Required License or Certification

N/A

Valid NC Driver's License required?

No

Commercial Driver's License Required?

No

Recruitment

Anticipated Hiring Range: Commensurate with education and experience

Job Open Date: 03/20/2025

Applicant Information

Quick Link: <https://jobs.ncsu.edu/postings/216139>

AA/EEO: NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office of Equal Opportunity.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you learn of this opportunity?
 - ☐ NCSU Website
 - ☐ Job Alert (automated email from our system)
 - ☐ NCSU Executive Search Services
 - ☐ Monster.com
 - ☐ CareerBuilder.com
 - ☐ InsideHigherEd.com
 - ☐ HigherEdJobs.com
 - ☐ Other Online Job Board
 - ☐ Carolina Job Finder / Employment Guide
 - ☐ Job / Career Fair
 - ☐ The Chronicle of Higher Education
 - ☐ Professional Journal
 - ☐ Print Advertisement (Newspaper / Periodical)
 - ☐ Radio / Television Advertisement
 - ☐ Professional Organization
 - ☐ Higher Education Recruitment Consortium (HERC)
 - ☐ Direct Contact from NCSU HR Representative / Recruiter
 - ☐ NCSU Employee Referral
 - ☐ Social Media (LinkedIn, Twitter, Facebook, Other)
 - ☐ Other

2. If you learned about this vacancy from "other source" or "other website", please provide the source. (Open Ended Question)

Applicant Documents

Required Documents

- Resume
- Cover Letter
- Contact Information for References
- Short Writing Sample