



RUSS DEATON
Interim Executive Director

STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
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BILL HASLAM
Governor

POSITION VACANCY
Policy, Planning, & Research Analyst

The Tennessee Higher Education Commission (THEC) is located in Nashville, Tennessee, and has the above-referenced Policy, Planning, & Research Analyst position available.

THEC was created in 1967 to coordinate and support the efforts of postsecondary institutions in the State of Tennessee. Primary activities of THEC include setting the long-range direction of the state's higher education system by crafting the *Master Plan for Tennessee Higher Education*; recommending fair and equitable funding among public higher education institutions of Tennessee; reviewing academic programs for approval and subsequent productivity; recommending and monitoring operating and capital spending; recommending tuition and fee levels for the two state higher education systems; and providing independent data analysis and information to inform higher education policy-making. Additional information about THEC may be found at www.tn.gov/thec.

Reporting through the Director of Research to the Chief Policy Officer, the individual in this position is responsible for conducting research and analysis to support evidence-based policymaking and to improve coordination of postsecondary institutions of higher education in the State of Tennessee. Specific job duties include: preparing and publishing statutorily-required reports and other analyses on a range of higher education topics; supporting the Director of Research in carrying out the Commission's policy research agenda; fulfilling outside information requests as assigned; serving as the Southern Regional Education Board (SREB) Academic Common Market program coordinator for the State of Tennessee; and administering the database of off-campus locations, including responding to institutional requests for new off-campus locations.

The Policy, Planning, & Research Analyst must be able to conduct quantitative and qualitative analysis on issues related to higher education policy in the state, region, and nation; convert data into information useful for higher education policymaking; and communicate research findings clearly in written, graphic, or verbal presentations.

The ideal candidate will possess a master's degree in Public Policy, Higher Education, Educational Research or related area; two years of experience as a data/research analyst, preferably policy and data analysis specific to higher education; familiarity with data management, data analytic principles, and education policy perspectives; proficiency with national databases, including the Integrated Postsecondary Education Data System (IPEDS); advanced proficiency with Microsoft Excel; graduate coursework in statistical methods; and proficiency with descriptive and inferential statistics utilizing SAS, STATA, or R statistical software packages.

The salary range for this position is \$45,000-\$55,000. Starting salary will be based on qualifications. Applications are currently being accepted and will continue to be accepted until the position is filled. Please submit a cover letter, resume, and three references. While electronic submission to Laura.Stewart@tn.gov is preferred, written submissions may also be sent to:

Laura Stewart, Human Resources Director
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243-0830