



## Post-Secondary Education Liaison

Davidson County, Central Office

**Position Title:** Post-Secondary Educational Liaison (Correctional Program Support Coordinator)

**Salary Range:** Grade 109, \$4,120 - \$7,417 per month

### About the Agency:

The mission of the Tennessee Department of Correction (TDOC) is to operate safe and secure prisons and provide effective community supervision in order to enhance public safety. The department manages and operates or oversees 14 state prisons housing approximately 21,000 offenders. In addition, the department supervises some 79,000 offenders on probation, parole, or community correction and operates six Day Reporting/Community Resource Centers across the state. The department is fully accredited by the American Correctional Association (ACA).

### Position Responsibilities:

This position will function as the Post-Secondary Education Program Liaison for the Tennessee Department of Correction (TDOC). This position serves as a liaison between the TDOC Central Office, prisons, the Tennessee Higher Education Commission (THEC), local colleges and universities and other stakeholders for the purpose of promoting the success of non-traditional students and supporting them in completing a postsecondary credential. Additionally, this position will share with other stakeholders' strategic solutions to complex challenges in building capacity around higher education access for the offender population served by TDOC.

This position reports to the TDOC Superintendent of Education. Extensive travel and occasional overtime required.

### Duties and responsibilities include:

- Understanding of college admissions, academic advising, transcript analysis, and financial aid as they pertain to adult students.
- Knowledge of community-based organizations, and organizations in the region related to educational attainment and student success, as well as resources for reentry to complement those provided by the TDOC Counselors and Post-Secondary Coordinator
- Understanding of academic and non-academic issues surrounding adult learners and specifically current and formerly incarcerated adult college students
- Collaborate with facilities and key stakeholders in providing accurate, complete, and sensitive information to students facing academic, financial, and social barriers to higher education.
- Serve as an advisor in developing a comprehensive college timeline, including application deadlines for admission and financial aid, for every student and support students in meeting college-going milestones.
- Develop workshops for the incarcerated population in collaboration with key stakeholders around issues of interest to individuals nearing release, including college options, program options, and general financial aid information.
- Assist students in completing and submitting admission and financial aid applications.
- Assist students in interpreting correspondence from colleges, including offers of admission and financial aid.
- Commitment to promoting student success to improve the economic and civic well-being of individuals and communities

### Qualifications:

- Requires a bachelor's degree in education related studies, with a proven ability to work effectively with non-traditional students, including those from diverse backgrounds.
- Strong written and oral communication skills
- Possess excellent interpersonal skills
- Be able to prioritize conflicting needs and handle matters expeditiously, proactively, and confidentially

To apply, submit the following to Kathryn Gant at [Kathryn.gant@tn.gov](mailto:Kathryn.gant@tn.gov) by the close of business on August 12, 2019:

- Cover Letter

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

- Complete resume reflecting education and specific positions held
- Include information relative to the qualifications listed above

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