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Advise TN Regional College Access Coordinator – West TN

About Advise TN

Advise TN is a college advising and capacity building program administered by the Tennessee Higher Education Commission in partnership with Austin Peay State University. The program aims to increase the number of Tennesseans accessing higher education by partnering with high schools to provide full-time professional college advising services.

Location

The Advise TN Regional College Access Coordinator is a remote employee and will travel extensively throughout West Tennessee. The Advise TN West territory currently includes: Chester County, Crockett County, Gibson County, Giles County, Madison County, Marshall County, and Robertson County. Candidates should reside in a location that is in close proximity to one or more of these communities.

Job Responsibilities

Facilitate college access programming for students in grades 7-10 within Advise TN partner schools to build early awareness and readiness for postsecondary pathways.

- Design engaging college access lessons and activities for use in school settings.
- Build relationships with Advise TN advisors and school staff to support smooth implementation of programming.
- Coordinate scheduling and logistics to ensure consistent program delivery across region.
- Track participation and gather feedback to improve future programming.

Assist in development and moderation of steering committees at partner high schools to strengthen collaboration, gather stakeholder input and buy-in, and support ongoing initiatives.

- Collaborate with advisor to determine structure, purpose, and goals of college access steering committee at partner school.
- Help coordinate committee meetings, including communication and logistics.

- Support development of agenda and materials for committee meetings.
- Assist in facilitation of meetings and ensuring participation from stakeholders.

Develop meaningful ties within local communities to strengthen partnerships and enhance TN's presence and impact within those communities.

- Build and maintain positive relationships with community leaders, organizations, and stakeholders.
- Along with advisor, represent organization at community meetings and events.
- Identify opportunities for partnerships within communities that support student success.

Support advisor-led Path to College Events at partner high schools to ensure smooth execution and strong engagement.

- Assist advisors with planning, organizing, and coordinating event logistics, utilizing community resources and connections Asst. Director of Engagement has made.
- Attend events as needed to provide on-site support.

Maintain expertise in Tennessee's college access landscape to ensure all organizational communications, materials, and trainings remain accurate, current, and aligned with statewide initiatives and policies.

- Monitor updates in federal and statewide college access policies.
- Engage with state and regional networks to stay informed of emerging trends and best practices.
- Attend national conferences and professional gatherings to deepen knowledge.

Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills. Demonstrated ability to conduct effective workshops and presentations.
- Exemplary community engagement skills. Ability to build meaningful connections and foster positive relationships with students, families, and partners.
- Strong knowledge of postsecondary education requirements, options, application procedures, financial aid, and scholarship opportunities.
- Effective program management skills, including demonstrated record of developing processes and completing tasks on time and with fidelity.
- Demonstrated capacity to adapt quickly with flexibility, creativity, and a team-oriented approach.
- Ability and willingness to travel regularly and extensively. Evening and occasional overnight travel will be required.

Required Minimum Qualifications

- Bachelor's Degree in education, counseling, social work, higher education, or relevant field; Master's Degree preferred.
- Successfully pass Federal and State background screening.

Anticipated Salary Range and Benefits

The Regional College Access Coordinator will receive a salary of \$70,000. Successful candidates will also receive a competitive benefit package that includes health, dental, life insurance, and paid vacation and holidays. Advise TN positions are offered and sustained pending the availability of funding.

How to Apply

The hiring of this position is facilitated by Austin Peay State University. To apply, please visit their [website](#).