



DR. STEVEN GENTILE  
*Executive Director*

BILL LEE  
*Governor*

STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 ROSA L. PARKS AVENUE, 9<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243  
(615) 741-3605

## **Director of Academic Affairs**

The Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. THEC is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. We pursue this goal by innovating for student access and success, creating a policy environment conducive to increased degree attainment, and protecting students and consumers. Additional information about THEC may be found at [www.tn.gov/thec](http://www.tn.gov/thec).

### **Job Summary**

Under the direction of the Senior Director of Academic Affairs, the Director of Academic Affairs will support new academic program development and monitoring; host convenings of key stakeholders both virtually and in person; collaborate on cross-bureau projects; and manage multiple projects. In carrying out these duties, the Director will work closely with THEC staff across multiple bureaus, institutional and system-level staff, provosts, faculty, and other state and national agencies.

### **Primary Duties and Responsibilities**

- Support the Academic Affairs and Student Success Bureau in carrying out the Commission's agenda in alignment with the higher education master plan.
- Create positive working relationships with university staff to facilitate academic program development, modification, and monitoring.
- Explore ways of maintaining and cultivating relationships among postsecondary stakeholders.
- Assist with development and revision of Academic Affairs policies and procedures based on research, best practices, and in collaboration with institutional stakeholders.
- Collaborate with internal and external partners on special projects and informational requests, including other bureaus at THEC. Special projects could include managing the statewide academic program inventory, managing the off-campus approval process, leading innovative student support practices, managing the Tennessee Accreditation Network (TAN) and/or assisting with aspects of Quality Assurance Funding (QAF).

- Monitor implementation, evaluation, and compliance of grants and new initiatives, as needed.
- Represent THEC at statewide convenings and other meetings, as appropriate.
- Other duties as assigned.

### **Skills and Qualifications**

- Master's degree or higher with progressive academic leadership experience in higher education.
- Experience working with academic program development, innovative student support practices, accreditation, and/or institutional effectiveness initiatives.
- Comfortable with leveraging data for decision-making and assessment purposes.
- Well-developed understanding of the culture of higher education.
- Strong leadership, interpersonal, and administrative skills required.
- Independent, self-starter who also works as a collaborative team member.
- Effective communicator with excellent written and oral communication skills.
- Goal oriented with strong organizational and technical skills.

### **Anticipated Salary Range and Benefits**

The starting salary for this position is \$80,000 - \$90,000 and is commensurate with experience and qualifications. This position offers a competitive benefits package that includes, health, dental, life insurance, and paid vacation and holidays.

### **How to Apply**

Please submit a cover letter, resume, and contact information for three references to David Heithcock, HR Director, THEC/TSAC at [thec.hr@tn.gov](mailto:thec.hr@tn.gov).