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Executive Director

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STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
STUDENT ASSISTANCE CORPORATION
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Director of Articulation and Transfer

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.

Job Summary

Under the direction of the Chief Academic Officer, the Director of Articulation and Transfer will coordinate outreach efforts with Tennessee higher education institutions in order to drive greater overall transfer and articulation throughout the state. Specifically, the Director will be responsible for supporting THEC's statewide initiatives related to articulation and transfer such as Reverse Transfer, Tennessee Transfer Pathways, and activities associated with the Articulation and Transfer Council.

Primary Duties and Responsibilities

- Serve as the project manager of the statewide Reverse Transfer Program which includes:
 - Creating and maintaining a network of registrars, admissions and IT personnel at all associated Tennessee colleges and universities.
 - Developing and disseminating bi-annual reports of Reverse Transfer outcomes.
 - Providing on-going training of the Reverse Transfer System (RTS) to institution administrators.
 - Managing and triaging student and administrator questions.
 - Maintaining the public facing Reverse Transfer website to include FAQ's, campus contacts, marketing, and transfer resource materials.
 - Enhancing the Reverse Transfer Program agenda to answer essential questions on student populations eligible for the Reverse Transfer Award.
 - Developing and disseminating research findings through reporting, publication and presentations at the campus, state and national levels.
 - Co-chairing the Reverse Transfer subcommittee.
- Develop and maintain a network of articulation and transfer champions across the state.
- Work in collaboration with the Tennessee Board of Regents, University of Tennessee System Office, Locally Governed Institutions, and Tennessee Independent Colleges and Universities Association to coordinate and facilitate annual TTP curriculum reviews.

- Coordinate statewide convenings regarding articulation and transfer topics, as needed.
- Support the work of the Articulation and Transfer Council including the four subcommittees: Common Course Numbering, TTPs, Technical TTPs, and Reverse Transfer.
- Collaborate with Policy, Planning, and Research on the annual Articulation and Transfer Report and other projects as needed.
- Collaborate with internal and external partners on special projects and informational requests including other bureaus at THEC.
- Monitor the 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.

Desired Skills and Qualifications

- Master's degree or higher with experience in higher education.
- Knowledgeable of statewide articulation and transfer programs.
- Experience working with students via academic advising, transfer evaluations, and/or academic record audits.
- Technical skills such as website development and maintenance, SQL skills, and experience with Banner.
- Independent, self-starter who also works as a collaborative team member.
- Effective communicator with strong written and oral communication skills.

Anticipated Salary Range and Benefits

The starting salary for this position is \$75,000 - \$85,000 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.