

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

## **Fiscal Policy Analyst**

### **Mission and Purpose of the PPR Bureau and Fiscal Policy Division**

The Tennessee Higher Education Commission's Policy, Planning, and Research bureau equips the state and institutions with research-centered access, completion, and fiscal policies and best practices to help students attain a postsecondary credential. Within the bureau, the Fiscal Policy division is tasked with developing policies that establish affordable higher education opportunities for all Tennesseans that result in the successful completion of high-quality, high-need credentials.

### **Job Summary and Responsibilities**

Over the last decade, the Tennessee Higher Education Commission has led the nation in implementing innovative higher education finance policies that have proven to enhance access and completion for Tennesseans. Reporting to the Senior Director of Fiscal Policy, the Fiscal Policy Analyst primarily supports Fiscal Policy team in gathering, cleaning, and analyzing fiscal data at the state, regional, and national level to foster sound policy and informed decisions. The Fiscal Policy Analyst also conducts research and generates knowledge that will increase access and attainment of an affordable, high quality college credential for all Tennesseans.

#### **Responsibilities:**

- Support the Fiscal Policy division in carrying out the Commission's policy agenda in alignment with the higher education master plan and the strategic financial plan.
- Provide support for fiscal policy relevant quantitative and/or qualitative analyses to foster innovative programs and policies for achieving the state's policy objectives.
- Support the Fiscal Policy division in preparing, collecting, and analyzing operating budgets data from Tennessee's higher education institutions.
- Assist the Fiscal Policy division in preparing, collecting, and analyzing data for use in the state's outcomes-based funding formula.
- Contribute to the completion of annual reports, including the SREB State-Data Exchange, SHEEO State Higher Education Finance Survey, and THEC Fact Book.
- Provide data support on research projects addressing areas of interest important to the Fiscal Policy Division, the Policy, Planning and Research Bureau, and the Commission overall.

- Convert and analyze data to effectively present research findings verbally and in writing for many audiences. This includes presentations to staff, the Commission, policy stakeholders and others.
- Maintain and improve personal effectiveness by producing quality and timely outputs; adapting to changing priorities and demands; and acquiring and applying new skills and knowledge.
- Assist the Commission with additional day-to-day activities to improve the number of Tennesseans with a high-quality credential.
- Fulfill external data and information requests, as assigned.

#### **Experience and Qualifications:**

- Master's degree preferred.
- Excellent presentation, communication, and writing skills; ability to synthesize disparate and comprehensive information into concise and coherent materials.
- Critical thinker and problem solver; goal oriented with strong organizational skills; independent and self-motivated; ability to work well as a collaborative team member.
- Familiarity with data management, data analytic principles, and education fiscal policy perspectives.
- Proficiency with national databases, including the Integrated Postsecondary Education Data System (IPEDS), the College Scorecard, and US Census Bureau American Community Survey (ACS).
- Proficiency with Microsoft Excel; proficiency with statistical software packages, like Stata, SPSS, R, or others and/or data management systems, like SQL Server, preferred.

#### **Anticipated Salary and Benefits:**

The starting salary for this position is \$65,000-\$75,000 and is commensurate with qualifications. This position offers a competitive benefits package that includes health, dental, life insurance, and paid vacation and holidays.

#### **About the Tennessee Higher Education Commission**

The Tennessee Higher Education Commission is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. The Fiscal Policy Analyst works within the Fiscal Policy division of the Policy, Planning and Research Bureau to establish affordable higher education opportunities for all Tennesseans that result in the successful completion of a high-quality, high-need credential. Additional information about THEC may be found at [www.tn.gov/thec](http://www.tn.gov/thec).

#### **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).