

STATE TENNESSEE
HIGHER EDUCATION COMMISSION
312 Rosa L. Parks Ave, 9th Floor
NASHVILLE, TENNESSEE 37243-0830
(615) 741-3605

Outreach Specialist

Job Summary

The Outreach Specialist is a member of the Outreach team within the Access and Outreach Bureau and reports to the Director of College Access. This position is responsible for educating college administrators, K-12 educators, parents, and students about the agency's scholarship programs and other initiatives. The individual will work in a region of counties spanning from Robertson to Cumberland.

Responsibilities

- Schedule and present about the agency's scholarship programs and other initiatives (e.g. collegefortn.org, Direct Admissions, etc.)
- Schedule and administer workshops and one-on-one meetings to support completion of the FAFSA (Free Application for Federal Student Aid) and other applications (e.g. Dual Enrollment Grant, TN Promise, TN Reconnect, etc.)
- Exhibit at college fairs, conferences, etc. about THEC administered programs
- Deliver agency material to all high schools and colleges within the region
- Maintain email listserv and activity reports
- Send targeted emails to educators, students, and parents
- Train K-12 educators to use the Financial Aid System of Tennessee (FAST)
- Other duties as assigned

Qualifications

- Minimum qualifications are a bachelor's degree and a valid, unencumbered Tennessee driver's license
- Position requires extensive, at times daily, travel most evenings during school year and occasional overnight travel (1-3 nights/month) primarily within Tennessee; peak months: August – November, January – April
- Above average public speaking skills and passion for working with students, parents, and the public about furthering education beyond high school



Tennessee Higher Education Commission

organization skills working

- Great and comfort independently as well with others
- Familiarity with high schools, colleges, and agency's programs within region is desired

Salary Range and Benefits

The starting salary is commensurate with qualifications and experience. This position offers a competitive benefits package that includes health, dental, life insurance, paid vacation, holidays, tuition fee waiver, and a state provided vehicle for work related travel throughout service area. Agency does not pay relocation expenses.

How to Apply

Please submit a cover letter, resume, and contact information for three references to David Heithcock, Human Resources Director, at thec.hr@tn.gov.

Location

This position is eligible for a hybrid work schedule, but employees must reside in Tennessee. In-person attendance at THEC offices or other locations, as determined by agency leadership will be required. It is preferred that the selected candidate resides within the region.

