Job Summary and Responsibilities

Reporting to the Senior Director of Research and Strategy, this position analyzes data, conducts research, and generates knowledge to increase postsecondary access, affordability, and completion.

- Support the Research and Strategy division to analyze, interpret, and empower the use of data to advance policy and programmatic change to realize THEC's goal of increasing the number of Tennesseans with a postsecondary credential.
- Collaborate with internal stakeholders to craft data requests and build awareness throughout the agency of data systems; develop database querying capabilities to complete routine data requests.
- Convert and analyze data to effectively present research findings verbally and in writing for many audiences (including other THEC divisions and external partners). This includes presentations to staff, the Commission, policy stakeholders and others.
- Prepare and publish statutorily required reports, like those found here, as well as other analyses on a range of higher education topics; innovate outputs and streamline data pulls and analyses to increase efficiency.
- Disseminate our reports and analyses and share about our partnerships to cultivate awareness, solicit feedback, and effectuate change.
- Analyze data and conduct research to support the programmatic work of other divisions within our agency; inform data-connected practices across the agency.
- Fulfill external data and information requests, as assigned.
- Support the Research and Strategy division in management of external research projects.
- 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 college attainment in Tennessee.
Qualifications:
- Master's degree preferred.
- Two years of experience as a data/research analyst required, specific to higher education, preferred.
- Familiarity with data management, including data management systems like SQL Server, data analytic principles, and education policy perspectives.
- Awareness of national databases, including the Integrated Postsecondary Education Data System (IPEDS).
- Advanced proficiency with Microsoft Excel; proficiency with statistical software packages, preferably R.
- Experience with Tableau, preferred.
- Ability to learn quickly, prioritize tasks, and efficiently manage time.

A successful candidate will exhibit the following strengths:
- Analytical
- Problem-solver
- Self-starter
- Curious
- Collaborator
- Dependable

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. This position is eligible for a remote/hybrid work schedule, but employees must reside in Tennessee.

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 Research and Strategy Analyst works within the Research and Strategy division, which analyzes data, conducts research, and generates knowledge to increase postsecondary access, affordability, and completion. We synthesize, evaluate, and disseminate to set context, promote use, inform policy, and influence action through collaboration with our programmatic, institutional, and governmental partners. The Research and Strategy division is within the Policy, Planning, and Research bureau, which includes the Fiscal Policy and Data Services divisions. Additional information about THEC may be found at 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.