



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

## **Reconnect Re-Entry Navigator (Middle TN)**

### **The Organization**

Navigate Reconnect is designed to provide high touch wrap around support to adult learners through postsecondary education. This support is part of Tennessee Reconnect, the adult learner focused component of the Drive to 55 Initiative. Since the implementation of this work in 2016, over 22,000 adult learners have been served across the state. Beginning in 2019, Navigate Reconnect also began providing services to incarcerated individuals and those who have re-entered society after incarceration to encourage and support them in completing a postsecondary credential.

Navigate Reconnect provides comprehensive, high touch college navigation and support services to adult learners in Tennessee. Navigate Reconnect is distributed into three regions across the state. Each region has a corps of TN Reconnect Navigators who will work with Tennessee Reconnectors to navigate through the processes of choosing a college degree program, applying for financial aid and enrolling in the institution, and then partner with the institution to support the student through the institution.

### **Position Summary**

Tennessee Reconnect helps adults return to college to complete a degree they started but never finished, and supports them through degree completion. The full-time Navigator provides advisement and guidance to incarcerated and formerly incarcerated adults, from the decision to return to college, through consideration of college choices, assistance with the financial aid process, understanding and solving issues that stand in the way of successful re-enrollment and degree completion. The Navigator must have a proven record of commitment to promoting student success to improve the economic and civic well-being of individuals and communities.

This position is a remote position that will meet with adults in prison facilities and at Day Reporting/Community Resource Centers. This position reports directly to the Navigate Reconnect Re-Entry Director at the Tennessee Higher Education Commission. The Reconnect Navigator will be provided a laptop and cell phone for professional use, but the Navigator must work in a physical location in their assigned region where internet and 4G service is accessible. This position will require up to 50% travel.

This is an exempt, full time, salaried position. Work hours will include occasional late evenings and weekends, to accommodate the schedules of the prison facilities and the Day Reporting/Community Resource Centers. The Middle TN Reconnect Re-Entry Navigator will travel to Turney Center Industrial Complex, Debra K. Johnson Rehabilitation Center, Riverbend Maximum Security Institution, and Day Reporting/Community Resource Centers within the middle region of the state. Potential additional travel to expansion sites in Wayne and Trousdale Counties.

## **Responsibilities**

- Motivate incarcerated adults to attend college post-release to complete their education with the support of Tennessee Reconnect. Navigator will begin working with individuals up to 24 months prior to release and continue working with them post-release through the completion of a post-secondary credential.
- Present information in “town hall meetings” in the prison facilities to discuss Navigate Reconnect services, financial aid opportunities post-release (including the Reconnect grant), and postsecondary opportunities post-release.
- Provide advising, support, assistance, follow-up, and referrals as part of a team of Tennessee Reconnect and partner college advisors.
- Provide financial aid assistance to eligible clients post-release and make referrals when necessary.
- Utilize client relationship management system in capturing data, advising, monitoring client progress, as well as managing and monitoring self and team workflow.
- Provide timely reports on services rendered to clients of Navigate Reconnect.
- Provide assistance, as necessary, to college partner advisors.
- Present workshops to inmates, and participate in workshop development around issues of interest to individuals nearing release, including college options, program options, and general financial aid information.
- Participate in college and job fairs.
- Attend and facilitate coordinated activities with partner organizations, community-based organizations, and partner colleges and universities.
- Work in partnership with Tennessee Department of Correction’s Correctional Counselors at the prison facilities and in the Day Reporting/Community Resource Centers to assist in providing education advising services components including in individuals’ re-entry plans.
- Work in partnership with the Tennessee Department of Correction’s Post-Secondary Education Coordinator and Post-Secondary Education Liaison in developing and maintaining relationships with higher education institutions and non-profit partners.
- All other duties as assigned.

## **Minimum Qualifications**

- Bachelor (BA, BS, etc.) required.
- Minimum two years of advising or counseling experience. Case management experience is a plus.
- Experience working with marginalized populations and/or justice involved individuals.
- Must submit to a background check.
- Self-motivated starter, able to work independently while functioning well as part of a team.
- Proven performance based on results and metrics, and close adherence to schedules and commitments.
- Detail oriented.
- Proven ability to work collaboratively and build relationships with various diverse stakeholders.
- Understanding of college admissions, academic advising, transcript analysis, and financial aid as they pertain to adult students. Ability to provide developmental advising to adult students and encourage outcomes-directed solutions.
- Understanding of re-entry services.
- Understanding of academic and non-academic issues surrounding adult learners and specifically formally incarcerated adult college students.

- Understanding and ability to work with individuals with various values, lifestyles, socioeconomic and ethnic backgrounds, and those who have been justice-involved.
- Demonstrated excellence in written and verbal communications.
- Facility using Microsoft Office and web platforms.
- Excellent organizational skills.
- Commitment to promoting student success as to improve the economic and civic well-being of individuals and communities.
- Knowledge of community-based organizations, and organizations in the region related to educational attainment and student success, as well as resources for reentry to complement those provided by the Tennessee Department of Corrections Correctional Counselors.
- Local travel to assigned correctional facility required. Work hours will include some evenings and occasional weekends.

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

The starting salary for this position is \$50,000-\$55,000 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).