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STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
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THEC Legal Assistant

The Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of post-secondary institutions in the State of Tennessee. 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.

The Office of General Counsel (OGC) is the bureau within THEC charged, in part, with providing legal advice to the Division of Postsecondary State Authorization (DPSA); serving as the state representative for the State Authorization Reciprocity Agreements (SARA) (T.C.A. Title 49, Chapter 7, Part 15); tracking federal statutes and regulatory proceedings; staffing the Tuition Guarantee Fund program (T.C.A. § 49-7-2018); investigating complaints filed pursuant to T.C.A. § 49-7-1506 and 49-7-2011 and tuition guarantee fund claims filed pursuant to T.C.A. § 49-7-2018, managing bonds filed pursuant to T.C.A. § 49-7-2013, overseeing closures pursuant to T.C.A. § 49-7-2016; making state authorization determinations; and drafting rules and legislation when necessary.

DPSA oversees and monitors for-profit and not-for-profit colleges, universities, and postsecondary educational institutions that are subject to the Tennessee Higher Education Authorization Act of 2016, T.C.A. Title 49, Chapter 7, Part 20.

SARA is a national effort to recognize authorization of distance education by other states to improve student access to distance education programs and lessen the authorization burdens faced by offering institutions.

Additional information may be found at www.tn.gov/thec.

Job Summary for the THEC Legal Assistant

Assigned to the OGC under the direction of the Senior Compliance Counsel, the THEC Legal Assistant provides a range of services to THEC. This position will be located at the THEC office in Nashville with the possibility of a hybrid work schedule.

Primary Duties or Responsibilities

- Provide administrative support to legal and program staff, including document preparation, file management, and scheduling of meetings.
- Maintain organized records of legal and administrative files, ensuring compliance with agency and state retention policies.
- Assist with the management of bonds filed by authorized postsecondary educational institutions.

- Monitor email inboxes, including responding or forwarding messages as appropriate.
- Answer and route telephone calls.
- Serve as the initial point of contact for complaints and TGF claims filed against authorized institutions.
- Assist in the preparation and submission of administrative rules under the Uniform Administrative Procedures Act.
- Manage deadlines, calendars, and scheduling and coordinate with internal and external individuals, agencies, or entities.
- Conduct research using the internet, government databases, and public records.
- Additional duties as assigned.

Required Qualifications

- Education equivalent to graduation from an accredited college, university, or professional school.
- Excellent presentation, communication, and writing skills and the ability to synthesize a range of information into concise and coherent materials.
- Demonstrated ability to work effectively in a team in a fast-changing environment.
- Critical thinker and problem solver with the ability to see commonalities and make connections between ideas, projects, programs, and people.
- Independent self-starter who also works as a collaborative team member.
- Experience managing several projects concurrently.
- Strong attention to detail.
- This position is in-person and requires regular attendance at the agency's office in Nashville, TN.

Preferred Qualifications

- 1-3 years of experience in providing administrative support in a legal or government setting.
- Experience with document management software; Microsoft Office, including Word, Excel, Access, and PowerPoint; and virtual meeting platforms, including WebEx, Zoom, and Microsoft Teams.

Anticipated Salary Range and Benefits

The annual salary range for this position is \$60,000-\$65,000 and is commensurate with 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 via email to THEC.HR@tn.gov.