

- Supervise the review of budget requests from all postsecondary governing boards and the development of a consolidated appropriations recommendation for all postsecondary education.
- Maintain a cooperative and mutually beneficial relationship with the Presidents, Chancellors, and boards of Institutions of higher education in Tennessee.
- Review long- and short-range financial analyses, e.g., develop budget recommendations and appropriations bills to determine progress and status in obtaining objectives, revise objectives and plans in accordance with current conditions.
- Closely collaborate with K-12 partners to improve alignment between higher education and K-12, including increasing access to early postsecondary opportunities and other research-based, innovative learning strategies.
- Continuously collect and evaluate labor and workforce data to inform postsecondary practices and ensure cross-sector alignment; collaborate closely with workforce partners to better understand and meet statewide labor needs.
- Maintain and continuously assess P-20 data to establish and push toward statewide higher education and economic goals, including the closure of historic and persistent gaps in student success by demographics.
- Present briefings, reports, and recommendations to the SBOEC/TSAEC boards.
- Coordinate the participation of the State of Tennessee in national or regional reciprocity agreements.
- Supervise the establishment and maintenance of the state college and university student data information system.
- Supervise the administration of the various student assistance programs.
- Act as the primary spokesperson for THEC including frequent communications with the Tennessee Legislature, the Office of the Governor, institutional representatives and governing boards, business, media, civic, and other public groups on matters affecting higher education
- Serves as an ex-officio member of the Tennessee Board of Regents, State Board of Education, Board of Trustees of the Baccalaureate Education System Trust, and Chairs of Excellence
- Liaison to the Southern Regional Education Board.

Experience and Qualifications

- A minimum of five years of progressively responsible state-level policy leadership experience in higher education. Prior experience on a postsecondary campus preferred.
- A master's degree is required, and a terminal degree is preferred.
- Requires a demonstrated understanding of Tennessee public, private and proprietary postsecondary education.
- Ability to understand and function within a highly charged political environment.
- Meet acceptable standards of accuracy, neatness, efficiency, effectiveness, and thoroughness as established by the agency.