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HIGHER EDUCATION COMMISSION
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POSITION VACANCY
Associate Research Director

The Tennessee Higher Education Commission (THEC) is located in Nashville, Tennessee, and has the above referenced Associate Research Director position available.

THEC was created for the purpose of coordinating and supporting the efforts of post-secondary institutions in the State of Tennessee. The primary activities of THEC include recommending fair and equitable funding among the public higher education institutions of Tennessee, reviewing academic programs for approval, recommending and monitoring operating and capital spending, and recommending tuition and fee levels for the two state higher education systems. Additional information about THEC may be found at www.tn.gov/thec/.

Reporting to the Research Director of Policy, Planning, and Research Division, the individual in this position is responsible for directing research to improve coordination and support post-secondary institutions of higher education in the State of Tennessee. Specific job duties include: (1) overseeing data analysis, interpretation, and presentation from various higher education surveys, including those conducted by the Commission, regional higher education compacts, and national policy associations; (2) conducting research in support of state-level master planning; (3) addressing legislative accountability on issues of higher education; and (4) conducting research for policy initiatives to improve student access, success, and retention.

The ideal candidate will have a graduate degree in Public Policy, Higher Education, or related area (Doctorate preferred); experience with policy and data analysis specific to higher education; proficiency with national databases, including the Integrated Postsecondary Education Survey and American Community Survey; proficiency with relational database software, preferably Microsoft SQL Server, and with descriptive and inferential statistics utilizing either SPSS or SAS software packages. Salary will be based on qualifications.

Applications are currently being accepted and will continue to be accepted until the position is filled. Please submit a cover letter, resume, and three references. While electronic submission is preferred, written submissions may also be sent to:

Laura Stewart, HR Director
C/O Associate Research Director Search
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EOE/AA
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