

STATE OF TENNESSEE  
**TENNESSEE HIGHER EDUCATION COMMISSION**  
**TENNESSEE STUDENT ASSISTANCE CORPORATION**  
312 ROSA L. PARKS AVE., 9<sup>TH</sup> FLOOR  
NASHVILLE, TN 37243  
(615) 741-3605

### Outreach Specialist

The Tennessee Higher Education Commission and Tennessee Student Assistance Corporation (THEC/TSAC) seeks an Outreach Specialist for the Upper Cumberland region (Springfield to Crossville).



THEC/TSAC administers various grants and scholarships, including the Tennessee Student Assistance Award (TSAA), the Tennessee Educational Lottery Scholarship (TELS) program, and the Tennessee Promise and Tennessee Reconnect scholarships. Additional information about these programs may be found at [collegefortn.org](http://collegefortn.org).

The Access and Outreach Bureau at the Tennessee Higher Education Commission (THEC) focuses on fulfilling THEC's mission of increasing the number of Tennesseans with a postsecondary credential. The Bureau pursues this goal by extending broad statewide outreach and services available to all students across Tennessee, providing targeted support and implementation of key programs, building strategic partnerships and innovative initiatives to support students, and monitoring progress to measure and improve student success outcomes. The work of the Bureau is divided into three divisions: adult learner initiatives, college access and success, and outreach.

## **Job Summary and Responsibilities**

The Outreach Specialist is a member of Access and Outreach Bureau in the Outreach Division and reports to the Director of College Access. This position is responsible for scheduling and conducting presentations, administering workshops and one-on-one meetings with students to support completion of the Free Application for Federal Student Aid (FAFSA), and exhibiting at events hosted by high schools, colleges, and other entities to serve college-bound students to and through the financial aid and college-going process. Annually, the Outreach Specialist participates in 100+ events at more than 50 high schools and colleges within the Upper Cumberland region. Other responsibilities include:

- Deliver agency publications to all high schools and colleges within region.
- Maintain communication database, mailing list, and activity reports within region.
- Send targeted email to educators, students, and parents regarding financial aid programs.
- Train school counselors to use the Financial Aid System of Tennessee (FAST).

## **Qualifications**

The ideal candidate will have a bachelor's degree and exhibit the following characteristics:

- Willingness to work and travel most evenings during school year.
- Comfortable with public speaking and customer and student service focused.
- Possess great organization skills and comfort in working independently as well with others.
- Familiarity with Upper Cumberland high schools, colleges, and the financial aid process is desired.

## **Salary and Benefits**

The starting salary is commensurate with qualifications and experience. The position offers a competitive benefits package including health, dental, life insurance, and paid vacation and holidays.

Applications are currently being accepted and will continue to be accepted until the position is filled. Please submit a cover letter, resume, and contact information for three references to David Heithcock, Human Resources Director at [thec.hr@tn.gov](mailto:thec.hr@tn.gov).

## **About THEC/TSAC**

The Tennessee Higher Education Commission and Tennessee Student Assistance Corporation is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. 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. Additional information about THEC/TSAC may be found at [tn.gov/thec](http://tn.gov/thec).