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STATE OF TENNESSEE  
**HIGHER EDUCATION COMMISSION**  
**STUDENT ASSISTANCE CORPORATION**  
312 ROSA PARKS AVENUE, 9<sup>TH</sup> FLOOR  
NASHVILLE, TENNESSEE 37243-0830  
(615) 741-3605

## **Senior Compliance Officer**

The Tennessee Higher Education Commission and Student Assistance Corporation (THEC/TSAC), a jointly staffed state agency located in downtown Nashville, seeks a Senior Compliance Officer.

THEC/TSAC administers a variety of financial aid programs available to Tennessee students enrolled in the state's public and private institutions of higher education, including the Tennessee Student Assistance Award (TSA) Program, the Tennessee Educational Lottery Scholarship (TELS) Programs, and the Tennessee Reconnect and Tennessee Promise scholarships. Additional information about these programs may be found at [www.tn.gov/tsac](http://www.tn.gov/tsac).

### **Job Summary and Responsibilities:**

The Senior Compliance Officer (SCO) is part of the Bureau of Student Aid and Compliance and reports directly to the Director of Grants and Scholarships. Primarily, the SCO is part of a team that conducts periodic financial aid program reviews at all eligible postsecondary institutions to ensure administration of the aid programs is carried out according to state regulatory requirements. The scope of compliance reviews includes 20 state- and lottery-funded financial aid programs awarded to students at more than 100 Tennessee postsecondary institutions. Although some of the review process is completed remotely, statewide travel is required on a regular basis.

Responsibilities may include:

- Regularly meet with other compliance staff to develop the annual review plan and determine best practices for reviews.
- Conduct program reviews at postsecondary institutions for all student aid programs administered by TSAC.
- Provide technical and programmatic support for financial aid administrators as requested by the institutions.
- Maintain awareness of professional development needs among postsecondary financial aid professionals and help design training programs to meet those needs.
- Work with other members of THEC/TSAC in providing regular training programs for high school counselors and postsecondary financial aid administrators.
- Assist THEC/TSAC staff with the application of state and federal program regulations.
- Potential for responsibility to manage other compliance staff on an as-needed basis.

### **Qualifications:**

Minimum qualifications:

- Earned bachelor's degree, or higher from an accredited institution of higher education.
- Expert knowledge of all program rules and requirements as well as the operating systems used by TSAC and postsecondary institutions (FAST, Banner, etc.) to administer the programs.
- At least five years of institutional financial aid experience at the counselor or assistant director level preferred, although comparable levels of experience may be substituted.

The ideal candidate will exhibit the following characteristics:

- Attention to detail, ability to work well with others and independently, ability to work well under pressure while maintaining a team-player attitude, and ability and commitment to provide objective analysis and feedback during the review process.
- Ability and willingness to work collaboratively within the Grants and Scholarships division in cross-functional purposes to improve the overall quality of understanding and administration of all financial aid programs.
- Proven ability to communicate professionally and effectively with students, faculty, and staff, as well as constituents and stakeholders.
- Proficiency in Microsoft Word, Excel, and PowerPoint, as well as Adobe products is preferred.

**Salary and Benefits:**

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

**About the Higher Education Commission and Student Assistance Corporation**

The Tennessee Higher Education Commission and 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).

Please email a cover letter, resume, and salary expectations for consideration to the following:

David Heithcock, HR Director  
THEC/TSAC  
312 Rosa L. Parks Avenue, 9th Floor  
Nashville, Tennessee 37243  
[David.Heithcock@tn.gov](mailto:David.Heithcock@tn.gov)