



STATE OF TENNESSEE
TENNESSEE STUDENT ASSISTANCE CORPORATION
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www.TN.gov/collegepays

POSITION VACANCY

Financial Aid Program Compliance Monitor (School Review Specialist)
Tennessee Student Assistance Corporation

The Tennessee Student Assistance Corporation (TSAC), a state agency located in Nashville, Tennessee, seeks a Financial Aid Program Compliance Monitor.

TSAC administers a variety of need-based and merit awards, including the Tennessee Student Assistance Awards (TSAA) Program and the Tennessee Educational Lottery Scholarship (TELS) Program. Additional information about TSAC may be found at www.tn.gov/tsac/.

The Financial Aid Program Compliance Monitor (School Review Specialist) interprets federal and state statutes and regulations for college financial aid administrators and students and conducts on-site program reviews. The School Review Specialist identifies findings and liability, if any, for the institutions reviewed. Other duties include: providing technical assistance and support to financial aid administrators and students; making presentations at TSAC-sponsored training events, professional meetings, and outreach programs; and preparing reports and documentation of findings. Frequent travel throughout the state is required. Typically, one to two weeks per month are spent at educational institutions.

The ideal candidate will have a bachelor's degree and three or more years of professional financial aid experience. Education may be substituted for experience at management's discretion. Essential characteristics include attention to detail, excellent written and oral communication skills, Microsoft Office proficiency, customer service oriented, and ability to work well under pressure. Familiarity with Tennessee institutions desired, but not required. Salary for this Executive Service position begins in the mid-thirties.

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 to Laura.Stewart@tn.gov is preferred, written submissions may also be sent to:

Laura Stewart, HR Director
C/O Financial Aid Program Compliance Monitor
Tennessee Student Assistance Corporation
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243-0830