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HIGHER EDUCATION COMMISSION
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POSITION VACANCY
Manager, THEC Student Information System

The Tennessee Higher Education Commission (THEC) is located in Nashville, Tennessee, and has the above-referenced position available for Data Manager of the THEC Student Information System.

THEC was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. Primary activities of THEC include setting the long-range direction of the state's higher education system by crafting the Public Agenda; recommending fair and equitable funding among public higher education institutions of Tennessee; reviewing academic programs for approval; recommending and monitoring operating and capital spending; recommending tuition and fee levels for the two state higher education systems; and serving as a provider of independent data analysis and information. Additional information about THEC is available at www.tn.gov/thec.

Reporting through the Director of Information Systems to the chief officer of the Policy, Planning, and Research Division, the Data Manager is responsible for mining and dissemination of data from the Commission's Student Information System (SIS). In this regard, the Manager supports the Division's research team and is responsive to a variety of requests from external entities. The individual in this position also has a supporting role in the collection and validation of data.

The SIS is the primary source of information that informs higher education policy decision-making in the state. This relational database contains 7 million term records from 1.5 million unique students and comprises data from the Tennessee Board of Regents system, University of Tennessee system, Tennessee Student Assistance Corporation, Tennessee Department of Education, Department of Labor, National Student Clearinghouse, and lottery student data from the Tennessee Independent Colleges & Universities Association.

Job Responsibilities:

The primary responsibility of this position is to respond to the needs of the THEC research staff and other external sources. The Data Manager achieves this by creating customized reports and data extracts, and by working with Division staff to develop user-defined, parameter-driven web tools in Microsoft Reporting Services. Other job responsibilities may include:

- Assist with maintaining data integrity for the Student Information System when necessary;
- Respond to requests for information from THEC research staff and external sources;
- Assist with the development and maintenance of the online reporting system; and
- Complete other duties as assigned.

The successful candidate will have:

- Demonstrated ability to manage large amounts of data.
- Demonstrated ability to prioritize tasks and align them with the Division's goals in an environment of competing deadlines and changing priorities.
- Demonstrated experience working with a relational database. SQL Server experience required.
- Experience developing reports in any version of Microsoft Reporting Services is beneficial.
- Experience in the field of Higher Education is beneficial.

Minimum Requirements:

- Education – at least a Bachelor's degree in Computer Science, Computer Engineering, or related field.
- Experience with relational databases.
- Ability to write complex queries using Microsoft Trans-Act SQL.
- Good written and verbal communication skills.

The salary range for this Lottery-funded position is \$59,000 - \$64,000. Starting salary will be negotiated, commensurate with experience and qualifications. Applications are 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, Human Resources Director
Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243-0830