



DR. STEVEN GENTILE
Executive Director

BILL LEE
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STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
STUDENT ASSISTANCE CORPORATION
312 ROSA L. PARKS AVENUE, 9TH FLOOR
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Academic Affairs Intern – Articulation and Transfer

The Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. THEC 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 may be found at www.tn.gov/thec.

Job Summary

The Academic Affairs Intern will support the work of the Bureau of Academic Affairs and Student Success related to articulation and transfer initiatives. Specifically, the Intern will be responsible for conducting special research projects, programming, data entry, and administrative tasks related to file management and communications.

Primary Duties and Responsibilities

- Work in collaboration with the Senior Director of Articulation and Tennessee Board of Regents, University of Tennessee System Office, Locally Governed Institutions, and Tennessee Independent Colleges and Universities Association to maintain and improve transfer related programs.
- Support the Academic Affairs and Student Success Bureau in carrying out the Commission's agenda in alignment with the higher education master plan.
- Conduct research on best practices and emerging trends with the intent of improving current transfer programs.
- Assist with development and revision of policies and procedures in collaboration with institutional stakeholders.
- Assist with the implementation, evaluation, and compliance of grants and new initiatives as needed.
- Assist with the coordination of statewide convenings regarding articulation and transfer topics, as needed.
- Support the work of the Articulation and Transfer Council including the four subcommittees: Common Course Numbering, TTPs, Technical TTPs, and Reverse Transfer.

- Collaborate with internal and external partners on special projects and informational requests including other bureaus at THEC.
- Other duties as assigned.

Skills and Qualifications

- Be enrolled in higher education or adjacent program.
- Effective research and research communication skills.
- Independent, self-starter who also works as a collaborative team member.
- Strong attention to detail.
- Effective interpersonal skills.
- Excellent verbal and written communication.
- Fluency in software including Word, Excel, PowerPoint, and Teams.
- Willingness to learn new software packages and applications.

Anticipated Hours and Pay

The pay for this position is \$25 per hour. Interns are limited to 29.5 hours per week.

How to Apply

Please submit a cover letter, resume, and contact information for three references to David Heithcock, HR Director, THEC/TSAC at thec.hr@tn.gov.