

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

PROVOST AND VICE PRESIDENT FOR ACADEMIC & STUDENT AFFAIRS REGULAR FULL-TIME POSITION POSITION NUMBER 504000

Primary Duties and Responsibilities

- Serve as the chief academic officer, overseeing all academic areas of the University including the faculty, academic programs and curricula, and library.
- Provide executive leadership for enrollment management, including admissions, records, financial aid, career services and academic support services.
- Assume a key role in strategic planning, outcomes assessment, and new program development.
- Provide the vision and creative leadership for strengthening the university's mission and for supporting undergraduate and graduate programs.
- Initiate and support professional development and research opportunities for faculty.
- Ensure fair and equitable allocation of resources to support academic and student service programs.
- Assure that the necessary services and programs are provided to students by supervising student affairs functions which include: Child Learning Center, Housing and Residence Life, Intramural Recreation, Student Activities, Student Development Center, Student Health Center, Student Organizations, Student Judicial System and Disability Services.*
- Provide executive leadership for institutional research.
- Coordinate the articulation between the Student Affairs Division* and other areas of the University.
- Serve as a member of the President's Cabinet and the University Administrative Council.
- Represent the University at System and other external group meetings on matters related to student affairs.
- Perform other job-related duties as assigned.

*Plans are to remove responsibilities associated with Student Affairs within the next year.

Essential Functions

- Ability to develop both short-term and long-term plans for the areas under direct supervision to successfully complete University goals and objectives.
- Ability to promote an appreciation for cultural diversity in a higher education setting.
- Excellent problem-solving and management skills.
- Ability to develop and interpret policies.
- Must have excellent communication skills.
- Ability to plan and coordinate activities.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to accurately prepare records and reports.
- Ability to understand, plan and execute budgets and funding associated with academic and student affairs activities.

Required Minimum Qualifications

- An earned doctorate; a distinguished record of teaching, research and publications.
- Progressively responsible positions in academic administration in a university.
- Demonstrated experience in curricular and program development and assessment.
- A belief in the value of a liberal arts education and a commitment to distinguishing a strong liberal arts core in a comprehensive public university.
- A creative vision for preparing liberal arts and professional school graduates for life and work in the 21st century.
- A record of commitment to distance learning and other alternative delivery methods/scheduling to meet the needs of today's students.
- Demonstrated commitment to shared governance and documented strong working relationships with faculty.
- Demonstrated commitment to academic excellence.
- A record evidencing high energy, innovation, and team-based problem-solving skills.
- A strong commitment to affirmative action and equal opportunity.
- Significant administrative experience in a university setting with demonstrated competence in administration, student development and budget management.
- A background check will be required of the successful applicant.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS