

*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.*

**Director  
Admissions  
Regular Full-Time Position  
Position Number 485000**

**General Description**

The Director of Admissions provides the Office of Admissions with innovative leadership in developing, implementing, and monitoring the policies, practices and processes required to meet the University's undergraduate student enrollment goals. The Director reports to the Dean of Enrollment Management and Academic Support Services and is responsible for managing a comprehensive admissions program.

**Primary Tasks and Responsibilities**

- Continually review, develop and implement policies and procedures for the processing of undergraduate and graduate applications.
- Design and implement recruitment plans directed at attracting targeted cohorts to the University.
- Assist in determining overall enrollment management policies and procedures.
- Develop and implement intake policies and procedures to include interviews, tours and inquiries received via mail, e-mail, telephone and visits.
- Work with staff to develop and maintain positive and effective relationships with high schools and two-year colleges through the Transfer Center.
- Establish partnerships with key professional associations and individuals in higher and secondary education.
- Serve as primary admissions contact for TBR and for educational and professional organizations.
- Assess office and staff needs; prioritize and assign duties accordingly.
- Coordinate marketing, recruitment initiatives and promotional events and attend as needed.
- Establish a recruitment schedule, assignments and follow-up tasks.
- Provide supervision, direction and leadership to admissions staff to include training, orientation, review of standards and performance appraisals.
- Serve as a chief contact for deans and department chairs and heads of other University divisions.
- Review admission applications and all appeals for admission denials.
- Assure that admissions publications and APSU WEB content are up-to-date and accurate.
- Distribute reports to senior administration as requested.
- Admit student-athletes in compliance with NCAA and OVC rules.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.

### **Essential Functions continued**

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to excel in working as a member of a team.
- Ability to model exceptional service to internal and external customers and work to facilitate changes as needed.
- Ability to understand all financial aid programs, eligibility criteria and awarding procedures.
- Ability to demonstrate interest and commitment to goals of a comprehensive regional university.

### **Required Minimum Qualifications**

- Masters degree in a related area.
- Three years of progressively responsible experience in admissions or a related enrollment management area at the postsecondary level.
- A background check will be required of the successful applicant.

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