

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.

## **Transfer Coordinator Admissions Position Number - 611155**

### **General Description**

The Transfer Coordinator is responsible for the coordination and implementation of both established and personally developed transfer student recruitment and enrollment plans and strategies designed to increase undergraduate transfer enrollment and student success. The Transfer Coordinator reports to the Director of Admissions.

### **Primary Duties and Responsibilities**

- Assure high-quality service to transfer applicants from recruitment to enrollment by coordinating recruitment efforts, application processing, transcript evaluations, articulation agreements, registration and orientation activities.
- Coordinate the development and updating of articulation agreements, transfer equivalencies, and 2+2 agreements by liaising with on-and off-campus constituencies.
- Conduct extensive travel (to include evenings and weekends) to community colleges and other venues.
- Coordinate new transfer student registration activities at on-campus and off-campus locations.
- Assist in the development and implementation of orientation activities for transfer students.
- Counsel prospective transfer students through recruitment and enrollment activities.
- Act as a liaison between the University and its various constituencies to enhance the University's image.
- Disseminate information regarding admissions criteria, scholarships, financial aid, programs of study, etc.; counsel students in all areas.
- Continuously communicate with, track progress of and follow-up with all prospective transfer students (using a self-developed, organized system) from the point of initial contact through the enrollment process via in-person visits, phone calls, letters, emails, etc.
- Develop and maintain a close working relationship with individuals, departments and organizations on-campus as well as with various constituencies off-campus, especially community college officials.
- Assist in coordinating special events and managing visiting groups.
- Assist in the planning and development of various materials designed to attract quality students to APSU.
- Drive prospective students and/or current students for campus tours and other University events as required.
- Serve on University and Tennessee Board of Regents task forces and committees as assigned.
- Responsible for general office management and administrative functions at both APSU campuses as assigned.
- Responsible for specific recruitment efforts and organization of special on-campus projects.
- Create documents, mailings, brochures, etc for the Transfer Center.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to demonstrate excellent verbal and written communication skills.
- Ability to appropriately and effectively accomplish all primary duties and responsibilities.

- Ability to perform extensive overnight and weekend travel.
- Ability to properly manage monies necessary for employment-related expenses and to complete the University monetary reimbursement process.
- Ability to maintain confidentiality.
- Ability to acquire and maintain a working knowledge and understanding of admissions and University policies.
- Ability to use administrative computer software to complete tasks.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

#### **Required Minimum Qualifications**

- Bachelor's degree.
- Valid driver's license.
- A background check will be required of the successful applicant.

#### **Additional Preferred Qualifications**

- Previous recruiting and/or marketing experience.
- Previous community college enrollment management experience.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**