

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
Affirmative Action
Regular Full-Time Position
Position Number 301611

General Description

This position reports to the President except as may be otherwise stated herein and monitors University compliance with federal and state equal opportunity, anti-discrimination and affirmative action requirements. Reviews and assesses whether personnel appointment processes from advertisements through appointment comply with federal, state, Board of Regents and University mandates.

Primary Duties and Responsibilities

- Receive and investigate internal allegations of discrimination and sexual and/or racial harassment under the auspices of the University Counsel in accordance with Board of Regents and/or University policy; report results and recommend action to University President.
- As may be requested by the University President or University Counsel, serve as the liaison between an external (governmental) investigating agency and the University.
- Serve as the Title VI and Title IX Coordinator for the University.
- Review and assess for compliance with federal, state, Board of Regents and University mandates, all regular job applicant pools to determine diversity within the pool and contemplated personnel appointments (including advertising plans, requests to interview candidates, and hiring recommendations). Discuss any compliance concerns (including but not limited to, pools that are not diverse) with the Director of Human Resources.
- Prepare the Annual Affirmative Action Plan and any required updates thereto for the University and submit to the University President for approval.
- Attend Affirmative Action Officer meetings at TBR as required.
- Assure that search committee chairs are familiar with federal, state, Board of Regents, and University equal opportunity, affirmative action and other applicable requirements.
- Assist University Counsel as needed with the preparation of responses to complaints filed with federal or state courts or agencies in those matters involving allegations of discrimination or harassment.
- Keep the President updated on status of all assignments, especially those which are made by the University Counsel, or external agencies.
- Coordinate with the Director of Human Resources on any problems or concerns that arise from the primary duties and responsibilities listed in this section.
- 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.
- Ability to handle multiple tasks simultaneously.

Essential Functions continued

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Must have a thorough knowledge of all discrimination, harassment, affirmative action and equal opportunity laws, regulations and concepts and the ability to interpret, communicate and apply same.
- Ability to prepare and interpret policies and statistical reports.
- Ability to maintain objectivity even when dealing with controversial issues.
- Ability to plan and coordinate meetings, programs, and activities.

Required Minimum Qualifications

- Bachelor's degree.
- Experience that would allow the selected applicant to successfully perform duties associated with the University's Affirmative Action programs.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience preparing an Affirmative Action Plan, preferably for a higher education institution, is strongly preferred.

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