

*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.*

**Academic Counselor  
High School Upward Bound Program  
Full-Time Grant Funded Position  
Position Number 919450  
(Renewal contingent upon continuation of grant funding)**

**General Description**

The Academic Counselor reports to the Director of Upward Bound.

**Primary Duties and Responsibilities**

- Responsible for tracking participants' academic progress including nine week grades, semester grades and annual standardized test scores.
- Coordinate and conduct meetings and workshops to provide guidance, advisement and information for high school and post-secondary success: ACT/SAT test application and preparation, career planning, college selection, financial aid application, scholarship applications and college admissions applications.
- Conduct regular participant credit checks to assure participant is on satisfactory academic schedule.
- Provide progressive, one-on-one college and career advising.
- Organize and conduct small group visits to regional college campuses.
- Maintain related project and individual participant records.
- Coordinate annual participant recruitment sessions at target middle and high schools.
- Organize, schedule and participate in annual participant home visits.
- Work closely with target school guidance counselors.
- Participate in weekly visits at selected target schools.
- Participation in related professional organizations serving TRIO personnel (TASP, SAEOPP) strongly encouraged.
- Meet and communicate with parents as need arises.
- 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.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to use instructional, assessment and guidance software appropriate to secondary students.
- Ability to relate well to participants and parents, and be sensitive to the educational and economical needs of secondary youths.
- Ability to be proficient in participant assessment, needs diagnosis, execution of data analysis and interpretation.
- Ability to participate in TRIO staff development programs as necessary.

### **Essential Functions continued**

- Ability to understand and be able to communicate high school curricula, graduation requirements, college admissions policies and procedures, college entrance testing, student financial aid application and opportunities.
- Ability to travel (occasionally overnight) to escort participants on field trips.
- Ability to work occasional Saturday mornings and evening hours.
- Ability to accurately prepare records and reports.

### **Required Minimum Qualifications**

- Master's degree or Bachelor's degree with a major in education, guidance and counseling or related field with two years of experience working with high school students.
- Computer and statistical analysis skills.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience working with parents and students with a sensitivity to the economic needs of secondary youths.
- Trio experience and managerial skills.

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