

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 and Career Advisor
Career, Advisement and Testing Services
Regular Full-Time Position
Position Number 856140**

General Description

The Academic and Career Advisor is under the supervision of the Director of Career, Advisement and Testing Services. The primary responsibilities include advising students who are undecided majors and/or who are conditionally admitted, assisting them in making decisions about declaring and/or changing a major and guiding them in career exploration. The Advisor will also assist with the coordination and delivery of career development services to the entire University community.

Primary Duties and Responsibilities

- Advise students who have not declared a major and/or who have been conditionally admitted, particularly during registration periods.
- Assist students in the process of declaring or changing a major.
- Help students understand University and degree requirements and develop a responsible approach to academic planning.
- Assist and provide resources for students as they explore graduate school, career and/or job options.
- Administer, interpret and/or discuss the results of career interest inventories with students individually or in groups.
- Monitor the academic and career development progress of students.
- Conduct resume and career consultations.
- Assist with the coordination and delivery of workshops and classroom presentations regarding advisement and career development.
- Represent the office during campus events such as APDay, Adult APDay, Summer/Winter Welcome, Career Networking Seminar and Grad Finale.
- Support career fairs in which the office is involved by helping in the planning and delivery of the event, marketing the fair to both students and employers, creating registration and promotional materials, overseeing logistics and refreshments, organizing volunteer workers, as well as in preparing students to maximize the benefit of attending.
- Refer students to other office and campus resources as needed.
- Assist the Director in establishing student learning objectives related to the work of the department, intervene with students to produce intended outcomes and participate in assessment and evaluation.
- 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.
- Ability to accurately prepare and maintain records and reports of student contacts and semester summaries both electronically and on paper.
- Ability to effectively establish rapport with University students.
- Ability to apply student development and career development theories.
- Knowledge of University and degree requirements.
- Ability to effectively assist students in career/major exploration by applying the results of career interest assessments.
- Ability to keep current with professional career and academic advisement literature.

Required Minimum Qualifications

- Bachelor's degree.
- Computer literacy.
- Ability to work flexible hours to include evenings and weekends.
- Ability to perform duties at both APSU main campus and APSU Ft. Campbell Center.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Master's degree in counseling, college student personnel, or related field highly preferred.
- Experience working in an educational and/or university setting with a diverse student population preferred.

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