

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 Advising/Administrative Specialist
College of Business
Regular Full-Time 9 month MODFY position
August 15 – May 15
Position 360700

General Description

The College of Business Academic Advising/Administrative Specialist is under the direct supervision of the Director of the College of Business and reports indirectly to the Dean of Enrollment Management and Academic Support Services in matters pertaining to Academic Advising. The primary responsibilities include assisting the director with student retention initiatives and accountability reporting.

Primary Duties and Responsibilities

- Provide administrative assistance to the Director of the College of Business.
- Support the day-to-day operations of the College of Business.
- Assist in program planning and development.
- Assist with preparation necessary to seek accreditation.
- Assist with identifying candidates to fill chairs of excellence and with preparations for candidate on-site visits.
- Assist the director in preparing performance reports.
- Interpret, monitor, and analyze information regarding operating policies and procedures.
- Administer budgets and manage the student access fee.
- Assist in resolving problems that have a significant impact on the overall goals of the school.
- Monitor the academic advising process to assure that all majors are assigned appropriately to a faculty member for advising.
- Use Advisor Trac to maintain accurate records of academic advising.
- Monitor transfer student advisement and retention.
- Provide school-specific data as requested by the Office of Institutional Research for reporting to the Consortium for Student Retention Data Exchange.
- Connect nontraditional students to resources appropriate to their special interests and needs.
- Coordinate advising schedules of faculty and inform Enrollment Management offices of school advising schedules.
- Monitor the academic progress of majors.
- Direct majors referred by early alert to appropriate campus services.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 accurately prepare and maintain records and reports of student contacts and semester summaries both electronically and on paper.
- Ability to apply student development theories to the academic advising process.
- Ability to define university and degree requirements for majors in the College of Business.
- Ability to stay current on trends in academic advisement.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Master's degree in an academic area.
- Experience working in a university setting with a diverse student population.

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