

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 Advisor
APSU at Ft. Campbell Center
Regular Full-time Position
Position Number 842200**

General Description

The Academic Advisor reports directly to the Executive Director of the Fort Campbell Center, providing academic advising to students and coordinating efforts to retain students at the Center.

Primary Duties and Responsibilities

- Advise Fort Campbell Center students in the Liberal Arts degree, the Business program and all undeclared majors.
- Advise Clarksville campus students attending the Fort Campbell campus in the liberal arts core requirements for Clarksville campus programs.
- Assist with advisement of all students during registration periods.
- Assist with registration of students.
- Assist the Office of the Registrar and Admissions during registration and late-registration periods.
- Develop relationships with the academic community at both the Fort Campbell and Clarksville campus.
- Assist in the recruitment of students for the Fort Campbell Center.
- Work closely with high-risk students.
- Coordinate efforts to retain and graduate students.
- Serve as a liaison with Fort Campbell education counselors.
- Assist with mid-term grade cycle and final grade checks
- Cross-train with other areas at the Center.
- Develop an effective orientation program for new students.
- Interpret degree audits.
- Determine methods of becoming more efficient through the use of technology.
- Assist the Office of the Registrar and the Admissions Office during registration and late registration periods.
- 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 work flexible hours, including mandatory evening hours.
- Ability to understand University procedures, curricular offerings and placement and be able to relate this information effectively to prospective students.
- Ability to effectively advise students.
- Ability to develop orientation programs for students.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Previous recruitment and military-related experience.
- Familiarity with advisement, financial aid and veteran's affairs.
- Experience using SungardHE Banner.

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