

Austin Peay State University, founded in 1927, is a comprehensive state-assisted university with an enrollment of 8,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923-27.

APSU is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. Austin Peay 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. In addition to three baccalaureate degrees that can be earned totally online, APSU offers hundreds of Web-based classes.

Among APSU's many points of distinction are its designation as the state university for the liberal arts, two centers of excellence in the arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, Tenn., a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University has seen steady growth during the last five years.

APSU's 160-acre campus is Jeffersonian in design with large open spaces between buildings and a central quadrangle. Classic Georgian-style architecture dominates most of the 79 buildings, excluding buildings on APSU's campus at Fort Campbell and the University farm.

**Academic Alert Coordinator
Career, Advisement and Testing Services
Regular Full-Time Position**

General Description

The Academic Alert Coordinator is under the supervision of the Director of Career, Advisement and Testing Services. Primary responsibilities include making contact with and recommendations for students who have been reported to the Academic Alert program by faculty, advising and monitoring the progress of students who are conditionally admitted, and coordinating advisor assignments for Summer/Winter Welcomes and other registration days.

Primary Duties and Responsibilities

- Coordinate the Academic Alert program and serve as the liaison between faculty and students who are not meeting academic expectations for referral and follow-up.
- Serve as academic advisor and monitor the progress of students who have been conditionally admitted.
- Collaborate with the Academic Support Center, New Student Programs, and the instructors of conditional admit sections of APSU 1000 to monitor student compliance with the academic strengthening contract.
- Make contact with Academic Alert and/or conditionally admitted students to recommend academic and non-academic student support initiatives and/or to discuss contract non-compliance.
- Help students understand university and degree requirements and develop a responsible approach to academic planning.
- Collaborate with Student Counseling Services and Student Health Services to determine appropriate referrals.
- Work with Institutional Research & Effectiveness to develop and maintain a tracking system to monitor and report the progress of Academic Alert and conditionally admitted students.
- Conduct exit interviews for students who are withdrawing from the university.
- Assist with the coordination and delivery of workshops and presentations regarding Academic Alert, conditional admission requirements, and advisement.
- Represent the office during campus events such as AP Day, Adult AP Day and Summer/Winter Welcomes.
- 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.
- Coordinate academic advising for Summer/Winter Welcome sessions and other registration days.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to communicate effectively both verbally and in writing.
- Ability to organize, prioritize, make decisions and meet deadlines.
- Ability to accurately prepare and maintain records/reports to summarize student contacts and to track student progress both electronically and on paper.
- Ability to effectively establish rapport with university students.
- Ability to distinguish between academic and non-academic needs, assist in problem-solving, and make appropriate referrals for at-risk students.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Must have knowledge of university and degree requirements.
- Ability to keep current with literature regarding at-risk students and academic advisement.
- Ability to effectively operate a personal computer and utilize appropriate software.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Master's degree.
- Experience in academic advisement at an educational and/or university setting with a diverse student population.

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