

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 Counselor – TRIO Student Support Services
Full-Time Grant Funded Position
(Possibility of continued employment based upon grant renewal)**

General Description

The Academic Counselor is under general supervision of the Director of TRIO Student Support Services. This position is responsible for advising, counseling, and leading small group activities for under-prepared college students and disadvantaged college students. A primary focus of the position is to improve the retention of first-generation and/or low-income students who become participants of the APSU Student Support Services Program, a federal TRIO program.

Primary Duties and Responsibilities

- Counsel and advise up to 180 participating students.
- Assist with the development and implementation of program activities which will aid participating students in their academic, career, personal, and organizational success.
- Maintain up-to-date individual student records and assists with other data collection as required by the Director.
- Assist with the direction and formulation of policies and programs that yield assistance to first-generation and/or low-income students in obtaining services available at the University campus.
- Facilitate communication between students and course instructors concerning course assignments.
- Assist with the development and implementation of activities to promote student persistence and student growth.
- Assist with improving the awareness of University faculty and staff about the needs of the first-generation and/or low-income student and assist with informing the University community about the goals, objectives, and services of the Program.
- Assist with identifying and/or selecting eligible students to participate in the Program.
- Make referrals of participants to the Tutorial Coordinator for tutorial needs.
- Act as a referral source for personal counseling to the Counseling Center.
- Make referrals of participants needing crisis intervention to the Counseling Center.
- Assist participants with their orientation to general academic life and its requirements.
- Assist with programming activities.
- Attend appropriate TRIO conferences and/or TRIO training as assigned.
- Performs other job-related duties as assigned.

Essential Functions

- Ability to effectively plan and implement program activities assigned by the Director.
- Ability to be an advocate for students who are first-generation and/or low-income at the University.
- Ability to effectively counsel and advise students.
- Ability to effectively work with the Director, co-workers, and the University community.
- Ability to communicate effectively.
- Ability to coordinate small group activities and cultural trips for students and document their purpose and results.
- Ability to assess student records for eligibility to the program.
- Ability to monitor student progress accurately.
- Ability to work occasional evening and weekend hours.
- Ability to work independently, manage several projects, and keep to deadlines.
- Must have a working knowledge of MS Office and student database management.

Qualifications

Master's degree required in guidance and counseling or in a related area. Working knowledge of counseling and academic advisement required. Three years experience working with under-prepared and/or disadvantaged college students, working knowledge of MSOffice and student database management, and knowledge of the academic setting and college financial aid process preferred. A background check will be required for the successful applicant.

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