

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 Support Specialist
Fort Campbell
Enrollment Management and Academic Support Services
Full-Time 9 Month ModFY Position
August 15 – May 15
Position Number 360600**

General Description

The Academic Support Specialist works closely with the Instructional Specialist in the Academic Support Center (Main Campus) and reports to the Dean of Enrollment Management and Academic Support Services. Primary responsibilities include facilitating the academic support for students who lack specific skills to master course content in mathematics and English core courses and advising Fort Campbell students who are conditionally admitted to the University.

Primary Duties and Responsibilities

- Recruit competent students to facilitate structured workshops for students who are enrolled in E sections of core mathematics and English.
- Use student assessments to prepare individual learning plans for students.
- Maintain records of student mastery of competencies identified in learning plans.
- Facilitate the development of study skills applied to specific course content.
- Meet with course instructor weekly for workshop communication and feedback.
- Maintain workshop attendance records.
- Report student performance to instructor of course(s) being supported.
- Intervene with students when necessary.
- Approve materials prepared by student SLA Leaders needed for workshops.
- Assist SLA student facilitators in developing instructional strategies that are appropriate for computer-based delivery of structured learning assistance.
- Maintain appropriate correspondence with students and SLA Leaders regarding workshop information.
- Supervise student assistants (SLA Leaders) assigned to the lab for structured learning assistance.
- Serve as the academic advisor for Fort Campbell students who are conditionally admitted to the University.
- 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 maintain a professional working environment in the structured learning assistance computer lab.
- Ability to effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner, to include ongoing training.
- Ability to accurately prepare and maintain records and reports of student participation.
- Ability to maintain currency regarding learning assistance for under-prepared students.
- Ability to work flexible hours to include evenings and week-ends and to perform duties at both APSU main campus and APSU@Ft. Campbell.

Required Minimum Qualifications

- Master's degree with 18 discipline specific graduate hours.
- Three years of successful teaching experience in a technology-enhanced environment.
- Three years of previous experience in academic advisement.
- Demonstrated ability to work with students who are unprepared for University-level work.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Five years of previous experience working in a university setting with a diverse student population.

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