

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.

**Adult Education Specialist
Veterans Upward Bound
Part-time Grant-Funded Position
Position Number 919560**

(Renewal contingent upon continuation of grant funding)

General Description

The Adult Education Specialist reports to the Academic Coordinator and is responsible for teaching and record-keeping duties in the academic component of the VUB program.

Primary Duties and Responsibilities

- Develop and teach successful motivational and remedial/refresher classroom programs designed to equip participants for success in college.
- Prepare individualized academic materials; modify course syllabus as it applies to the need of the class.
- Maintain accurate attendance records and lesson plans.
- Write evaluation on all students per semester to be maintained in the student's permanent counseling file.
- Provide student information to the Counselor.
- Attend staff meetings.
- Assist in recruiting efforts.
- Perform other job related duties as designated by the Coordinator.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc..)
- 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 recruit students.
- Ability to maintain accurate records and reports.
- Ability to stimulate academic motivation for re-entry/adult students.
- Ability to prepare student evaluations.
- Ability to work in a flexible, individualized instructional setting, and develop and teach motivational and remedial/refresher classroom programs.
- Ability to accurately prepare and develop academic materials and publications.

Required Minimum Qualifications

- Bachelor's degree in education, preferably adult education.
- Previous experience working with veterans or other adults in an educational setting.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in adult education.
- Prefer five years of effective teaching at the high school and/or college level.
- Experience working with veterans or other adults in an educational setting.

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