

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.

**Advising Coordinator  
Career, Advisement and Testing Services  
Regular Full-Time Position  
Position Number 531000**

**General Description**

The Advising Coordinator is under the supervision of the Director of Career, Advisement and Testing Services. The primary responsibilities include advising students who are undecided majors and/or who are conditionally admitted, assisting them in making decisions about declaring and/or changing a major and guiding them in career exploration. The Advising Coordinator also coordinates all academic advisement for community college students who are dually admitted to APSU and oversees academic advising in off-campus locations.

**Primary Duties and Responsibilities**

- Advise students who have not declared a major and/or who have been conditionally admitted, particularly during registration periods.
- Advise students who have a dual admissions agreement with APSU while they are completing an associate degree at community colleges.
- Coordinate advisement programs at off-campus locations and supervise advisors who assist in the programs.
- Assist students in the process of declaring or changing a major.
- Serve as a contact/liason for the APSU community regarding advisement at off-campus locations.
- Help students understand University and degree requirements and develop a responsible approach to academic planning.
- Monitor the academic progress of advisees.
- Assist advisees in all stages of career development through effective collaboration with Career Services.
- Coordinate and deliver workshops and classroom presentations regarding advisement.
- Supervise the Graduate Assistant whose concentration is academic and career advisement.
- Coordinate logistics and the advisement of undeclared and conditional admits at Summer/Winter Welcomes.
- Represent the office during campus events and information programs such as APDay.
- Support career fairs in which Career Services is involved in helping with planning and delivery, as well as educating students about events.
- 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.
- 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.

### **Essential Functions continued**

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately prepare and maintain records and reports of student contacts and semester summaries both electronically and on paper.
- Ability to analyze data regarding academic performance of advisees.
- Ability to effectively establish rapport with University students.
- Ability to apply student development and career development theories.
- Knowledge of University and degree requirements.
- Knowledge of current professional literature in academic and career advisement.

### **Required Minimum Qualifications**

- Master's degree in college student personnel, higher education or related field.
- Computer literacy.
- Ability to work flexible hours to include evenings and weekends.
- Ability to perform duties at both APSU main campus and APSU Ft. Campbell Center, area community colleges and other off-campus locations.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Academic advising experience in an educational and/or university setting.
- Experience working in an educational and/or university setting with a diverse student population.
- Previous supervisory experience.

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