

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.

**Assistant Director
Career Services
Regular Full-Time Position
Position Number (631160)**

General Description

The Assistant Director is under the supervision of the Director of Career, Advisement and Testing Services and is responsible for the development and implementation of a full range of career services for a diverse University population.

Primary Duties and Responsibilities

- Responsible for career programming which focuses on the developmental needs of students, maximizes their potential for success in the academic environment and supports them in career planning.
- Coordinate and deliver workshops and classroom presentations regarding all aspects of career development.
- Administer, interpret and/or discuss the results of career assessments with students individually or in groups in order to assist in self-understanding and decision-making regarding majors/careers.
- Conduct resume consultations and assist students in the preparation of a credentials file.
- Promote, market and serve as liaison for the On-Campus Recruiting program with students, faculty and employers.
- Market career services and build relationships with students, faculty, alumni, companies and community agencies.
- Supervise the Technical Clerk – Career Services.
- Responsible for the maintenance and dissemination of information regarding current job listings.
- Manage the career services budget in concert with the Director.
- Research and stay abreast of current employment trends.
- Utilize technology and provide resources to assist students and alumni in their career development.
- Represent the office at planning meetings and during campus events such as APDay, Adult APDay, Career Networking Seminar and Grad Finale.
- Plan and coordinate the Austin Peay Career Fair including creating registration and promotional materials, marketing the event to students and employers, overseeing logistics and refreshments, organizing volunteer workers, as well as preparing students to maximize the benefit of attending.
- Be an active participant in the Nashville Area Career Fairs Consortium and the Nashville Fairs which it sponsors, plans and conducts.
- 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.
- Attend relevant meetings/conferences for professional development.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to organize, prioritize, make decisions and meet deadlines.
- Ability to establish rapport with faculty, students, alumni, employers and the community.
- Ability to effectively manage the overall operation of career services and assist students in varying stages of career development.
- Ability to utilize computer technology and familiarity with effective internet resources to assist students in career development.
- Ability to collaborate with other university departments and offices.
- Awareness of career development and student development theories.

Required Minimum Qualifications

- Bachelor's degree.
- Two years of related experience.
- Computer literacy.
- Ability to work flexible hours to include occasional evenings and weekends.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree in counseling, college student personnel or related field.
- Experience in an educational or university setting with a diverse student population.
- Supervisory experience.

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