

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
Service & Student Engagement
Student Life and Leadership
Regular Full-time Position
Position Number 458000**

General Description

The Assistant Director is under the general supervision of the Director of the Office of Student Life and Leadership and has primary responsibility for the service program. The incumbent has supervisory responsibility for the Coordinator of Programs and Special Events and is responsible for improving campus programs continuously in response to changing needs of students and University priorities.

Primary Duties and Responsibilities

- Responsible for the development and administration of community service initiatives, alternative spring break trips, program assessment and liaison with Academic Affairs in the development of a service-learning program.
- Supervise the Coordinator of Programs and Special Events and the implementation of campus-wide programs, special events and multicultural programming.
- Serve as intermediary between faculty, students, student organizations and community agencies to build partnerships for service opportunities.
- Plan and implement programming around civic engagement and social justice themes.
- Responsible for processing all related contracts associated with programs and events.
- Responsible for recruitment, selection, advising, training and oversight of the S.E.R.V.E. student committee and One Night Stand committee.
- Participate in planning, analysis, development and implementation of short and long-term goals for the department.
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses and attending training and/or courses as necessary.
- Responsible for assessment of campus events, service programs and multicultural events.
- Perform other job-related duties as assigned.

Essential Functions

- Knowledge of learning outcomes associated with programming and community service.
- Knowledge of service-learning concepts, social justice issues and student development processes.
- Ability to operate a personal computer and associated software and demonstrate a commitment to using technology to support the goals of the department.
- Ability to communicate effectively and manage multiple priorities.
- Ability to establish and maintain accurate records and reports and effectively examine and analyze data.
- Ability to effectively monitor budget and associated receipts and expenditures.
- Ability to effectively plan, promote, conduct and evaluate events and programs for the University community.
- Ability to make rational, sound and ethical decisions.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to work evening and weekend hours.

Required Minimum Qualifications

- Bachelor's degree in an appropriate area of specialization.
- Demonstrated experience in developing, planning, and implementing service programs, volunteer management, campus activities and special events in a higher education setting.
- Two years experience either on the graduate or professional level.
- Strong interpersonal, organizational and decision-making skills.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Master's Degree in Higher Education Administration, Student Personnel or related area.

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