

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.

**Associate Director
Admissions
Regular Full-time Position
Position Number 801100**

General Description

The Associate Director reports to the Director of Admissions and, in conjunction with the Director, directs operational and administrative functions for the department. The Associate Director has full decision-making authority in the absence of the Director and represents the University and the Office of Admissions in all venues.

Primary Duties and Responsibilities

- Represent the University and the department in the absence of the Director to the Tennessee Board of Regents and other on- and off-campus constituencies.
- Assist the Director in planning various facets of the recruitment program, including development and refinement of initiatives to improve University viability, to enhance the quality and diversity of the student body and to increase enrollment of both freshmen and transfer students.
- Assist the Director in the review of current policies, establishment of new policies and detailed planning and organization of personnel responsibilities and office procedures.
- Perform overall supervision and management of all full-time support staff to include hiring, training and evaluating Admissions staff on main campus and the Education Center at Ft. Campbell, or as assigned by the Director.
- Implement, manage and improve data collection, storage and delivery procedures using various electronic data management systems to include Sungard SCT Banner, Student Information System (SIS), reporting software, web-based applications for admission, GoArmyEd portal, Regents Degree admissions, XAP, document imaging software, departmental website, etc.
- Oversee the processing of all recruitment data, application and correspondence processes for the department.
- Display professional leadership and set appropriate examples in providing high quality customer service to all constituents.
- Review all residency appeals to the Office of Admissions.
- Counsel prospective students and promote the University to exterior constituencies with special emphasis on geographic areas served by the University that are underrepresented in the student population.
- Conduct limited travel to secondary schools, community colleges and other venues as needed or assigned; will necessitate travel on some evenings and weekends.
- Directly or indirectly supervise and manage graduate assistants and student employees as required.
- Serve on University and TBR task forces and committees as assigned.
- Drive prospective students and/or current students for campus tours and other University events as required.
- Responsible for general office management and administrative functions as assigned.
- 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 maintain confidentiality of records and information.

Essential Functions continued

- 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.
- High level working knowledge and understanding of admissions and University policies.
- Ability to assertively manage people and processes.
- Ability and willingness to train, supervise and evaluate the work of staff, graduate assistants and student employees.
- Ability to understand, interpret and apply University goals, plans and policies through departmental procedures and processes to encourage sustained and increased student matriculation.
- Ability and willingness to travel as needed or assigned.
- Ability to properly manage University monies.
- Ability to exercise good judgment in evaluating situations and making decisions.

Required Minimum Qualifications

- Bachelor's degree.
- Previous supervisory experience.
- Three years of experience in admissions or recruiting.
- Valid driver's license and vehicle insurance.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree
- Previous experience with Sungard SCT Banner Student System.

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