

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.

**Coordinator
Extended Education
Regular Full-Time Position
Position Number 564100**

General Description

The Coordinator works under the general supervision of the Director of Extended Education and is responsible for noncredit activities, business, industry and community training.

Primary Duties and Responsibilities

- Actively visit local area businesses, industries and community groups to encourage and develop noncredit programs and to promote offerings to employees.
- Provide specialized training for business, industry, educators and other community groups on a contract basis.
- Assess needs and plan and implement seasonal noncredit courses.
- In conjunction with APSU's public relations, publicize program through newspapers, bulk mailings, radio and television appearances, civic presentations and personal contacts.
- Serve as community liaison for public service programs.
- Develop appropriate advisory boards.
- Recruit, employ and orient instructors.
- Identify, procure and/or develop curriculum material and syllabi.
- Supervise and carry out evaluation of instructors and programs.
- Review and utilize evaluations in making programming decisions.
- Work with University departments to sponsor noncredit conferences, seminars and workshops.
- Assist the director with budgeting matters.
- Develop text for advertisement materials.
- Arrange scheduling of facilities, procurement of books, materials and equipment for all noncredit programs.
- Generate monthly, seasonal and annual comparison reports to include:
 - effectiveness of marketing efforts.
 - statistics on courses offered vs. courses held.
 - statistics on number served vs. maximum number that could have been served.
 - statistics on revenue generated.
 - contract training statistics.
 - Annual Southern Associate of Colleges and Schools (SACS) CEU report.
 - Annual Institutional Effectiveness Tracking System (IETS) for noncredit programs.
- Post telephone messages for inclement weather situations.
- 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.

Essential Functions continued

- Ability to develop, promote and coordinate classes and activities of interest to the University, regional business, industry and the local community.
- Ability to recruit instructors, verify credentials, provide orientation and evaluate methods.
- Ability to make sound decisions.
- Ability to prepare and monitor departmental budget.
- Ability to accurately prepare records and reports.

Required Minimum Qualifications

- Bachelor's degree.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Background in non-credit program development, business training or adult education.

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