

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 for Programs & Special Events
Student Life and Leadership
Regular Full-time Position
Position Number 641400**

General Description

The Coordinator for Programs and Special Events is under the general supervision of the Director of Student Life and Leadership and reports to the Assistant Director of Student Life for Programming and Service. This position has primary responsibility for advising the Govs Programming Council and campus-wide special events.

Duties and Responsibilities

- Provide leadership and coordination for the planning of all campus-wide programs and special events including monthly diversity awareness programs.
- Responsible for planning and implementing special events collaboratively with students, staff and faculty (e.g. Homecoming, Family Weekend, Coming Home, Welcome Week).
- Responsible for recruiting, selecting, advising and training a diverse population of students to assist in the development of campus programs through the Govs Programming Council.
- Responsible for processing all related contracts associated with programs and events.
- Responsible for development, coordination and distribution of a campus-wide programs and events calendar and event publicity.
- Responsible for developing and providing programs that respond to the diverse needs and interests of APSU students with special attention to a commuter and non-traditional student population.
- Participate in planning, analysis, development and implementation of short and long-term goals for the Office of Student Life and Leadership.
- Act as a program and special event planning assistant for orientation activities.
- Responsible for the assessment of campus events and services.
- 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.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of learning outcomes associated with programming and student development philosophy.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Publisher, etc.) as well as SungardHE Banner and demonstrate a commitment to using technology to support the goals of the department.
- Ability to communicate effectively and appropriately.
- Ability to establish and maintain accurate records and reports and effectively examine and analyze data.
- 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 maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- 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.

Knowledge, Skills and Abilities continued

- Ability to make rational, sound and ethical decisions.
- Ability to work evening and weekend hours.

Required Minimum Qualifications

- Bachelor's degree in education, marketing or public relations.
- Demonstrated experience in developing, planning and implementing service programs, 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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