

*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, English as a Second Language Institute  
Extended Education  
Regular Part-Time Position (60%)  
Position Number 176620**

**General Description**

The ESL Coordinator works under the general supervision of the Director of Extended Education and is responsible for all activities related to the ESL program.

**Primary Duties and Responsibilities**

- Schedule classes to be taught each semester.
- Schedule classroom(s) for delivery of instruction.
- Schedule instructors for ESL classes.
- Provide instructor orientation.
- Recruit students for ESL program.
- Communicate with students and prospective students via mail, phone, email and in person.
- Process admissions to ESL program; ensure immunizations are complete.
- Ensure that application forms, tuition rates and web-site are up-to-date.
- Market the ESL program through international contacts.
- Work with campus offices that interface with ESL students including admissions (for purposes of recruiting ESL students to APSU credit programs), housing, health services and library.
- Ensure adequate records are maintained on each student and the program.
- Supervise instruction, meet with instructors, coordinate evaluations and feedback.
- Provide grades and transcript information to students.
- Administer pre-and post-assessment tests.
- Ensure students are aware of available student services.
- Plan and administer cultural activities/events for ESL students.
- Maintain liaison with the International Student Organization.
- Maintain syllabi and select textbooks for program.
- Monitor student attendance to ensure F-1 Visa requirements are met.
- Assist ESL students adjust to American college life and make contacts with American students.
- 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 understand Visa status.
- Ability to efficiently manage functions and details of operation.
- Ability to recruit and train instructors as well as check their credentials.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- 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 make sound decisions.
- Ability to accurately prepare records and reports.

### **Required Minimum Qualifications**

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

### **Additional Preferred Qualifications**

- Master's degree.
- Experience in international education.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**