

*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.*

**Counselor  
(Career Planning Specialist)  
Educational Opportunity Center  
Full-Time Grant Funded Position  
Position Number 919140  
(Renewal Contingent upon Continuation of Grant Funding)**

**General Description**

The Counselor reports directly to the Director of the Educational Opportunity Center and is responsible for providing counseling to assist participants in career objectives.

**Primary Duties and Responsibilities**

- Provide counseling in assisting participants to select programs of study and appropriate postsecondary institutions; counseling will include consideration of the likelihood of admission to degree or certificate programs, the likelihood of success and the individual's academic preparation to meet program entry requirements.
- Administer and interpret assessment instruments designed to measure interests, abilities and skills (Holland Self-Directed Test, Career Assessment Inventory, etc.) for participants; supervise administration and interpretation of such assessment instruments by other professionals on project staff.
- Participate in the development of a library of reference materials and prepare informational brochures for participants.
- Inventory brochures quarterly to assure an adequate supply.
- Consult periodically with the Director of the APSU Counseling and Career Services to evaluate the effectiveness of the project's career and assessment component.
- Assist project participants in the use of computer based guidance systems (Discover, Self Directed Search, Red Hot Jobs and project information).
- Visit community outreach centers on a regularly scheduled basis to provide information and counseling services to participants or prospective participants.
- Provide other personal, career and academic counseling to project participants as necessary.
- Provide periodic non-confidential information and advisement to the Project Director and other staff regarding participants' progress.
- Maintain accurate records of all services provided, including names of participants and kinds of services provided to the participant.
- 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.
- Ability to effectively administer and interpret aptitude and interest assessment instruments such as the Holland Self-Directed Search, and others.

### **Essential Functions continued**

- Ability to effectively operate computer based guidance systems such as Discover and Self-Directed Search (SDS).
- Ability to work independently and as a member of a team.
- Ability to communicate project goals and services to prospective participants and to members of the community at large.
- Ability to work in outreach centers located throughout the community.
- Ability to travel with a 75-mile radius.
- Ability to work occasional evening hours.

### **Required Minimum Qualifications**

- Master's degree and experience in counseling/advising enrolled or prospective college students or Bachelor's degree with three years experience in college student development, counseling, adult education or related area.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Previous experience working with ethnic and/or racial minorities, adult services, persons from disadvantaged backgrounds and federally funded TRIO programs highly preferred.

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