

*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/Recruiter  
Veterans Upward Bound  
Full-Time Grant Funded Position  
Position Number 919520**

**(Renewal contingent upon continuation of grant funding)**

**General Description**

The Counselor/Recruiter reports directly to the Director of Veterans Upward Bound, and is responsible for counseling/recruiting participants, and maintaining computerized participant files. The incumbent also administers and evaluates Test of Adult Basic Education (TABE).

**Primary Duties and Responsibilities**

- Serve as principal advisor for Veterans Upward Bound participants to encourage and enable disadvantaged veterans to pursue a college degree.
- Counsel participants in career and educational choices, study skills and financial aid. Administer pre- and post-tests, and document results. Write a narrative plan for each participant.
- Prepare and process clients' application and intake sheets.
- Handle tracking of all participants.
- Oversee the completion of all forms and eligibility determinations.
- Maintain project and participant records, and develop reports for project evaluation. Maintain a computerized participant counseling file.
- Coordinate financial aid workshops for academic components and maintain library of post-secondary catalogs.
- Assist in recruiting veterans for the Veterans Upward Bound Program.
- Maintain current knowledge of rules and regulations pertaining to veterans.
- Coordinate cultural activities for veterans during program enrollment and campus visits.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to efficiently use a computerized database system.
- 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 supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to maintain sensitivity to needs of educationally and economically disadvantaged adults.
- Ability to effectively teach study and learning skills to adult re-entry college students.
- Ability to accurately follow and interpret rules and regulations pertaining to veterans.
- Ability to effectively coordinate workshops, and cultural activities for veterans.
- Ability to make presentations to groups and community agencies.
- Ability to effectively counsel participants in groups and one-on-one.
- Ability to effectively administer, evaluate and score Test of Adult Basic Education (TABE), Sigi Plus and other related instruments.

### **Essential Functions continued**

- Ability to effectively advise students for admission to post secondary institutions.
- Ability to work flexible hours including some evenings and weekends.

### **Required Minimum Qualifications**

- M.S. Degree or higher in Psychology, Counseling, Education or a related field.
- Certification in adult education/educational counseling and/or guidance counseling.
- An unofficial transcript will be required of all interviewed applicants prior to the interview.
- A background check and official transcript will be required of the successful applicant.

### **Additional Preferred Qualifications**

- 2-5 years experience in teaching and/or educational counseling at the high school and/or college level.
- Experience working with veterans and/or adult re-entry college students.

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