

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.

**Dean of Students
Student Affairs
Regular Full-Time Position
Position Number 495010**

General Description

The Dean of Students serves as an advocate for Austin Peay State University students and helps lead efforts to provide a campus climate that fosters multiculturalism and internationalism, student success, personal development and integrated student learning experiences. The Dean oversees the following areas: African American Cultural Center, Hispanic Cultural Center, Student Life & Leadership, student government, judicial affairs, and annual student awards. In addition, the Dean assists the Associate Vice President of Student Affairs/Senior Student Affairs Officer (SSAO) in providing leadership and administrative direction for a comprehensive student life program that compliments and enhances the mission of the Student Affairs Division and the University.

Primary Duties and Responsibilities

- Provide leadership, oversight, direction and support to all personnel within the following departments: African American Cultural Center, Hispanic Cultural Center, and Student Life & Leadership.
- Serve as chief student judicial officer for the campus. Conduct administrative hearings.
- Provide leadership for maintaining a developmentally appropriate and accountable student judicial system that addresses individual and group behaviors.
- Manage information about student judicial process, including statistical reports and revisions to the Code of Student Conduct.
- Select, advise and train the University Hearing Board.
- Serve as the advisor for the Student Government Association and Student Tribunal.
- Respond to emergency/crisis situations as needed and serve as the contact person for the Division to meet student and/or student's family needs.
- Provide oversight and coordination of student affairs policies, procedures, and emergency protocol involving students. Advise other staff and faculty on appropriate actions to ensure student safety.
- Serve as the Division's ombudsperson for students, assisting students with the resolution of issues when appropriate and referring them to appropriate on- and off-campus resources.
- Serve as division liaison for Summer Welcome and orientation programs.
- Provide support and assistance for university-wide events such as Welcome Week and Homecoming.
- Coordinate nomination process for Who's Who selection.
- Assist the SSAO in implementing continuous improvement efforts, goal-setting, strategic plans, assessment and professional development programs within the Division of Student Affairs.
- Develop and manage assigned budgets. Maintain appropriate departmental correspondence and records.
- Act in the place of the SSAO during his/her absence.
- Serve as a member of University and Student Affairs committees, as appointed.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to independently plan and coordinate a variety of projects and programs.
- Ability to develop, disseminate, interpret and enforce campus policies and regulations.
- Ability to protect relevant rights of students and deal with student behavioral problems in a fair and consistent manner.
- Ability to facilitate and promote respect for and participation in campus governance.
- Ability to promote a campus climate respectful of diversity and multiculturalism.
- Ability to prescribe and practice ethical behavior and maintain confidentiality.
- Ability to effectively counsel and advise students.
- Ability to communicate effectively both orally and in writing.
 - Ability to maintain confidentiality.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to examine and analyze data and to accurately prepare reports.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Knowledge of student development theories and practices.
- Knowledge of programs which enhance and integrate relationship between academic and student affairs.

Required Minimum Qualifications

- Master's degree in college student personnel, educational leadership counseling or related field.
- A minimum of five years' experience demonstrating increasing levels of responsibilities, professional experience and leadership in higher education.
- Experience working in campus discipline/judicial affairs required.
- Experience serving in a director's level or higher position in a Student Affairs area along with supervision of professional staff required.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctorate strongly preferred.

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