

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.

Director
Wilbur N. Daniel African American Culture Center
Regular Full-Time Position
Position Number 495050

General Description

The Director reports to the Dean of Students in the Division of Student Affairs and works collaboratively with the Center's Advisory Committee. The Director is responsible for overseeing and enhancing the programs, events and services provided by the Center for the campus and community as well as to educate and motivate all students to be aware and appreciative of diversity and other cultures.

Primary Duties and Responsibilities

- Provide leadership and direction for the operation of the Center and promotion of African American culture.
- Plan and implement comprehensive programs and services to enhance the academic and social success of African American students with a focus on activities related to retention.
- Coordinate educational programs and campus events that promote a diverse intellectual and social environment as well as cross-cultural understanding to include Black History Month.
- Facilitate collaborative partnerships with faculty and other departments in presenting programs and fostering appreciation for African American culture through lectures, art, discussions and workshops.
- Manage the financial resources of the Center, authorize expenditures and monitor the departmental budget in accordance with APSU policies and procedures.
- Provide quality marketing for programs and services and ensure that events are adequately publicized to maximize participation.
- Assist in the recruitment of under-represented students by participation in such events as Summer Welcome and AP Day.
- Preserve, maintain and catalog artifacts, books and other items located in the Center.
- Communicate regularly with the Center Advisory Committee and schedule meetings as appropriate.
- Design and implement community outreach programs and collaborative partnerships to include making the Center available for campus and community events.
- Serve as a resource person for students, faculty, staff and the community.
- Represent the Center at both on-campus and off-campus events.
- Conduct regular program evaluations and coordinate Center objectives with the Division of Student Affairs and University goals.
- Hire, supervise and evaluate staff and student assistants.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively manage all aspects of the Center.
- Ability to work with students, faculty and administration in developing and advancing the goals of a Cultural Center in a multicultural environment.
- Ability to provide evidence of leadership in planning, design and delivery of programs and services.

Essential Functions continued

- Ability to plan, implement and evaluate retention programs for African American students.
- Ability to assess the needs of African American students, set priorities among those needs, and respond to those needs to the extent that the number of students, facilities, and resources permit.
- Ability to orient African American students to the culture of the institution.
- Ability to provide support services to help African American students achieve their educational goals.
- Ability to promote and deepen the understanding of African American culture and heritage.
- Ability to provide training in leadership skills and other personal and social skills for African American students and those seeking to assist them.
- Ability to address and promote cultural diversity.
- Ability to effectively train and supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively manage departmental budget and develop policy.
- Ability to accurately prepare and maintain records.
- Ability to accurately analyze data and prepare reports.
- Ability to collaborate with other university departments and offices serving on committees as appropriate.
- Ability to communicate effectively, both orally and in writing.

Required Minimum Qualifications

- Master's degree in a field that compliments the purpose of the Center and the responsibilities of the position.
- Three years of relevant administrative experience in a university or similar environment.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Five years of relevant administrative experience in a university or similar environment.
- Successful external funding and/or grant writing experience.

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