

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
Educational Opportunity Center (EOC)
Full-Time Grant-Funded Position
Position Number 888700

(Renewal Contingent upon Continuation of Grant Funding)

General Description

The Director reports to the Dean of Extended and Distance Education and is responsible for administering the Educational Opportunity Center program.

Primary Duties and Responsibilities

- Plan, implement and coordinate program activities to ensure their effectiveness in achieving program goals and compliance with Department of Education regulations.
- Administer and manage program operation and budget.
- Establish an effective relationship with postsecondary educational institutions within a 75-mile radius of the EOC Center
- Coordinate and supervise follow-up activities for participants who enter postsecondary institutions.
- Establish an effective relationship with community agencies and programs within the target area.
- Evaluate program activities and prepare required reports.
- 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 supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively manage the overall program.
- Ability to interpret and administer federal regulations governing program.
- Ability to effectively prepare and monitor budget.
- Ability to effectively counsel students.

Required Minimum Qualifications

- Master's degree required in educational administration, adult education, student personnel or related area.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctoral degree in educational administration, adult education, student personnel or related area.
- Previous administrative and supervisory experience in a postsecondary educational institution or community service agency.
- Previous TRIO Programs experience.

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