

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
High School Upward Bound
Full-Time Grant Funded Position
Position Number 919420

(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 High School Upward Bound program for Clarksville/Montgomery County. The primary objective of HUB is to prepare high school students, who are economically disadvantaged and/or potential first-generation college students, for entrance into and persistence in post-secondary education.

Primary Duties and Responsibilities

- Plan, implement and coordinate program activities.
- Administer and manage program budget.
- Select, train, supervise and evaluate program staff.
- Plan and administer a variety of enrichment activities/class offerings.
- Plan project field trips, obtain guest speakers and plan other special program arrangements.
- Responsible for selecting program participants, developing instructional programs, preparing participants' schedules and assignments.
- Evaluate program activities and prepare required reports.
- Arrange for cafeteria service and extracurricular activities in the summer program.
- Plan parent liaison activities including newsletter and workshops.
- Maintain contact with Upward Bound alumni.
- Maintain program coordination with the University administration and faculty, public schools and community organizations.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (MS Office), SungardHE Banner and BLUMEN.
- 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, as well as U.S. Department of Education officials.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs (BLUMEN).
- Ability to handle multiple tasks simultaneously and meet deadlines.
- 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 work some Saturday morning and evening hours.
- Knowledge of federal regulations (EDGAR) regarding budgeting and allowable expenditures.

Required Minimum Qualifications

- Master's degree in education, counseling or related student personnel discipline OR a Master's degree in another discipline with one year experience related to counseling/student personnel issues.
- Three years of previous administrative, managerial and supervisory experience.
- TRIO program experience.
- A background check and official transcript will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in public secondary schools.
- Previous experience working with parents and students with a sensitivity to the economic needs of high school youths.
- A combination of secondary school and college-level teaching.

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