

*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  
Student Life and Leadership  
Regular Full-time Position  
Position Number 422000**

**General Description**

Under the direction of the Dean of Students, the Director of Student Life and Leadership is responsible for working with students and student organizations, providing leadership opportunities and training programs, providing oversight of the service program and for social, recreational, cultural and educational programs and activities, to enhance student engagement.

**Primary Duties and Responsibilities**

- Responsible for the assessment, design, promotion, and production of social, recreational, cultural and educational student programs and activities that will meet the out-of-class needs and interests of and will enhance the development of the University's diverse student population.
- Supervise the performance of the Assistant Director for Service and Civic Engagement, Coordinator of Programs and Events, support staff, graduate assistant, and student employees in the department.
- Provide leadership and coordination for the planning of all Homecoming and Welcome Back events and all campus special events.
- Provide leadership for all student organizations.
- Serve as Administrative Director of the Hispanic Cultural Center.
- Responsible for the coordination of the registration of student organizations, for maintenance of all student organization records, contracts and correspondence and for monitoring the student organization event registration process.
- Serve as a resource to student organization leaders and assist them with organizational goal-setting and with planning organizational events, programs and activities.
- Coordinate the development and promotion of campus-wide leadership programs, retreats and seminars for students, student organizations and officers.
- Collaborate with other departments in Student Affairs and Academic Affairs to facilitate leadership development and programming opportunities for students and student organizations.
- Create and make available a leadership resource library to students and student organizations.
- Assist appropriate Student Affairs staff in developing policies related to student organizations, their use of facilities and their publicity of programs and activities.
- Responsible for development and management of budgets assigned to the department, maintenance of appropriate departmental correspondence and records.
- Regularly assess the quality of programs, events, activities and services of the department; prepare and submit reports of data collected and recommendations for improvements.
- Serve as an active member of assigned committees within the Division of Student Affairs and for University-wide committees as appointed.
- Comply with written expectations for staff in the Division of Student Affairs and with all University policies and guidelines for employees.
- Work cooperatively with staff and faculty and support programs in other campus departments.
- Participate in professional development programs within and outside the campus community.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to plan, promote, and conduct activities, programs and leadership development opportunities for the University student community.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to examine and analyze data and to accurately prepare reports.
- Ability to manage appropriate record keeping, budgetary and administrative details.
- Ability to use sound judgment in interactions with students and in decision-making.
- Ability to effectively supervise personnel and complete associated personnel actions in a timely and accurate manner.
- Ability to relate to and work well with students and student organizations.
- Ability to use and understand student development theories and practices and current trends in the areas of student activities and programs and student leadership development.
- Ability to independently plan and coordinate a variety of projects and programs with minimum supervision.

### **Required Minimum Qualifications**

- Master's degree in Student Personnel, Higher Education Administration or related field.
- A minimum of 5 years' experience in student programming, student leadership development, student organization advising or other student affairs work experience in a higher education setting with evidence of increasing levels of responsibility.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience in the supervision of staff.

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