

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
Tri-County High School Upward Bound
Full-Time Grant-Funded Position
(Annual Renewal Contingent upon Continued Grant Funding)
Position Number 531091**

The Director reports to the Dean of Extended and Distance Education. The primary object of the TCUB program is preparing rural 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

- Responsible for overall management and evaluation of TCUB, serving fifty high school students in Cheatham, Houston and Stewart counties.
- Write successful grant proposal (every third year) for continued funding of program.
- Interview, hire, select, train, supervise and evaluate professional and support staff.
- Plan and implement effective academic year and summer programs that emphasize academic skill development.
- Provide comprehensive counseling services to participants at one target high school.
- Maintain routine contact and excellent rapport with individuals at Austin Peay State University and personnel in every local targeted communities and schools.
- Responsible for oversight of program budget and expenditures.
- Utilize Blumen software to manage program data and annually report outcomes to U.S. Department of Education.
- Serve as advocate for the program and participants both on- and off-campus.
- Maintain up-to-date knowledge of postsecondary admission policies, ACT/SAT/PLAN/PSAT, federal and state financial aid and career decision assessments.
- 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 and meet deadlines.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to write grant to compete and obtain continued TCUB grant-funding.
- Ability to effectively coordinate vital services with a variety of on-campus and community personnel to ensure that program objectives are met.
- Ability to organize, plan, implement and evaluate the various components of both an academic year and summer program.
- Must possess strong supervisory skills as evidenced by previous experience.
- Ability to perform data analysis and administrative report writing.
- Ability to work effectively within a three county area and be familiar with available resources.
- Ability to travel and work some evenings and Saturdays during the summer program.
- Knowledge of federal regulations (EDGAR) regarding budgeting and program expenditures.

Required Minimum Qualifications

- Master's degree in counseling, social work, education or psychology.
- Three years of administrative and supervisory experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous grant writing experience.
- Previous work experience with TRIO programs.
- Counseling experience and experience in program and curriculum development, and familiarity with a University environment desirable.

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