

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
TRIO Student Support Services
Full-Time Grant-Funded Position
Position Number 310310

(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 Student Support Services, a federal TRIO program sponsored by the U.S. Department of Education.

Primary Duties and Responsibilities

- Plan, implement and coordinate program activities to ensure effectiveness in achieving program goals and compliance with U.S. Department of Education regulations.
- Administer and manage program operation and budget according to APSU policy and procedures.
- Lead recruitment and select activities for program participants.
- Complete all reports required by the U.S. Department of Education, APSU and the Dean of Extended and Distance Education.
- Serve on University committees as assigned.
- Conduct inventory of physical property consistent with APSU policy and procedure.
- Enforce University policies, rules and regulations concerning students, faculty, classrooms and other related issues.
- Perform other job-related duties as assigned

Essential Functions and Abilities

- 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 schedule and assign project staff according to program needs.
- Ability to effectively monitor the overall program.
- Ability to interpret and administer federal regulations governing program.
- Ability to effectively prepare and monitor budget.
- Ability to inform the campus community of availability of SSS for qualifying students through the University webpage, brochures, presentations and appropriate media.
- Ability to accurately collect, document and analyze student and staff data.
- Ability to effectively assist participants to ensure project services are fully utilized.
- Ability to conduct staff training when appropriate.
- Ability to evaluate and revise forms.
- Ability to establish monitoring activities and evaluation activities to document academic progress of participants.

Required Minimum Qualifications

- Masters degree in education, higher education, administration, guidance, counseling or a related area.
- Three years teaching or administrative experience in a secondary and/or post-secondary area that works with students who are under-prepared and/or disadvantaged.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Prior experience with federally funded grants, budgets, student financial aid process and the academic process.
- Previous TRIO experience.

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