

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
Tennessee Small Business Development Center
Regular Full-Time Position
Position Number 918640

General Description

The Director is responsible for developing, directing and marketing the programs of the Tennessee Small Business Development Center to small business clients in a seven county region.

Primary Duties and Responsibilities

- Organize, manage, and market the programs of the center to the small business clientele of the region with a minimum of supervision.
- Analyze and diagnose small business problems and provide alternative solutions using sound business management principles, practices and techniques.
- Develop and deliver high-quality educational programs including seminars, workshops and counseling to small business clients utilizing resources from public and private sector entities.
- Maintain strong relationships and develop cooperative joint efforts with the Chamber of Commerce, city and county officials, other federal, state and local programs and agencies and community and business groups whose mission is to foster economic development with small business.
- 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 successfully organize, manage and market programs.
- Ability to provide seminars and workshops.
- Ability to analyze and diagnose small business problems and provide alternative solutions.

Required Minimum Qualifications

- Bachelor's degree in business or a related discipline
- Five years successful experience in a business venture.
- A strong background in administrative systems and financial management.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- MBA.
- Managerial experience or ownership of a business.

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