

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
Veterans Upward Bound
Full-Time Grant-Funded Position
Position Number 919510**

(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 Veterans Upward Bound program.

Primary Duties and Responsibilities

- Responsible for overall administration of the project.
- Fiscal accountability to the University and the U.S. Department of Education.
- Data collection obligation to the University and the U.S. Department of Education.
- Manage budget and ensure that the project meets all deadlines and objectives as outlined in the proposal plan.
- Maintain liaison with area veteran's organizations to publicize the program and recruit participants.
- Plan the Educational Program.
- Supervise all full-time and part-time staff; coordinate activities of the staff.
- Recommend initial employment or dismissal of project staff.
- Act as liaison between and among the Project, the University, target counties, state, regional and educational organizations and the U.S. Department of Education.
- 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 effectively recruit students and plan an educational program.
- Ability to interpret and administer federal regulations governing program.
- Ability to effectively prepare and monitor budget.
- Ability to accurately prepare and maintain records and reports.
- Ability to effectively research, update and assist in writing Veterans Upward Bound Proposal.
- Ability to comprehend and comply with U.S. Department of Education funds administration requirements.

Required Minimum Qualifications

- Masters degree in education.
- Familiarity with VA educational benefits programs, the higher education environment, and the needs of adult re-entry college students.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctoral degree in education.
- Higher education administrative experience.
- Experience in counseling and program curriculum development.
- Experience working with Veterans strongly preferred.

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