

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 of Programs and Services
Student Affairs
Regular Full-Time Position
Position Number 525110**

General Description

The Director is responsible for the oversight and management of various programs and services that support student engagement initiatives in the Division of Student Affairs. The Director reports directly to the Associate Vice President for Student Affairs (AVPSA).

Primary Duties and Responsibilities

- Direct the administration of student publications and supervision of the department which produces the campus student newspaper, special print and online editions, student handbook, communication and marketing for Student Affairs.
- Supervise the coordinator of student publications; assist in the selection and hiring of editors.
- Supervise the Technical Clerk for central Student Affairs office.
- Publish and edit the New Student/Parent Guide.
- Assist with coordination of Summer Welcome activities and selection of Orientation Assistants; responsible for information bags presented to new students and parents/guests for Summer Welcome.
- Responsible for coordination, communication and activities for the APSU Parent/Family Association.
- Review University policies related to students and make recommendations for revisions.
- Edit student handbook and calendar content.
- Serve on the University Space Allocation Committee.
- Direct program assisting academic units with welcome back activities.
- Assist with annual International Night event in concert with ISO and ISO advisor.
- Responsible for the oversight of Student Affairs division-wide assessment initiatives.
- Direct the departmental student development travel funds process.
- Direct the annual student leader and organization recognition program and serve as division liaison for other University student awards programs.
- Serve as division liaison with first year student programs and services.
- Develop, implement and evaluate staff development programs for division staff in concert with the AVPSA and Dean of Students.
- Responsible for appropriate budget management of job-related programs and departments.
- Work to continually improve student engagement opportunities and co-curricular opportunities, events and activities and direct special departmental programs such as annual unity celebration dinner, end of semester gatherings, Friday Football Frenzy, pop-up promotions, recognition for graduates, speakers, staff and faculty development opportunities; assist other departments with events as needed.
- Assist with developing and monitoring student activity fee budgets.
- Serve on appropriate division and University committees.
- Attend appropriate local, regional and national meetings and conferences for professional development and to represent the division and the University.
- Serve as advocate for students.
- 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.
- Understanding, appreciation and ability to provide oversight and supervision of student publications department.
- Understanding, appreciation and ability to assess practices within the field of student affairs.
- Ability to independently plan and coordinate a variety of projects and programs.
- Ability to provide oversight and supervision of student publications department.
- Ability to assess practices within the field of Student Affairs.
- Working knowledge of student retention and related enrollment management issues.
- Ability to develop budgets for related areas of responsibility.
- 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 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.

Required Minimum Qualifications

- Masters degree.
- Experience in policy development, strategic planning and assessment of student learning outcomes.
- Two years of increasing levels of professional experience and responsibility in Student Affairs in an institution of higher education.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Four to six years of increasing levels of professional experience and responsibility in Student Affairs in an institution of higher education.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS