

*Austin Peay State University, founded in 1927, is a comprehensive state-assisted university with an enrollment of 8,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923-27.*

*APSU is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. Austin Peay 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. In addition to three baccalaureate degrees that can be earned totally online, APSU offers hundreds of Web-based classes.*

*Among APSU's many points of distinction are its designation as the state university for the liberal arts, two centers of excellence in the arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, Tenn., a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University has seen steady growth during the last five years.*

*APSU's 160-acre campus is Jeffersonian in design with large open spaces between buildings and a central quadrangle. Classic Georgian-style architecture dominates most of the 79 buildings, excluding buildings on APSU's campus at Fort Campbell and the University farm.*

**Executive Director  
Austin Peay Center at Fort Campbell  
Regular Full-time Position**

**General Description**

The Executive Director of the Austin Peay Center at Fort Campbell (APCFC) is the administrative head of the center, the academic head of the School of Technology and Public Management, and the liaison with all other academic and administrative units of the University. The Executive Director reports directly to the Provost and Vice President of Academic and Student Affairs and is a member of the University Dean's Council. The School of Technology and Public Management (STPM) consists of the Engineering Technology Department, the Professional Studies Department and the Public Management/Criminal Justice Department. The Executive Director will coordinate all two-year and four-year degree programs offered at APCFC.

**Administrative Duties**

- Serve as the administrative officer for the Center.
- Work closely with the Registrar, Director of Admissions and Director of Financial Aid/Veteran's Affairs.
- Coordinate degree program efforts and administration with the Army Education Center Education Services Officer (ESO).
- Consult and work with appropriate department chairs and administrative heads to determine and secure the academic, budget, and facility needs for the programs of the STPM and other programs offered at APCFC.
- Work with the Provost/VPAA to obtain resources for academic programs offered at APCFC.
- Develop and control an annual budget for the School and other academic programs offered at APCFC.
- Evaluate the performance of STPM Department Chairs.
- Represent and promote all academic programs offered at APCFC.
- Work with the appropriate Army representatives to ensure meeting the higher education needs of the Army.
- Work with appropriate Army and other personnel at Fort Campbell to ensure adequate physical facilities for the programs and faculty of APCFC.
- Ensure that administrative requirements are met with regard to timely processing of payroll documents, budget revisions, and evaluation of non-faculty personnel at APCFC.
- Ensure that University policies, rules, regulations, directives and other guidelines are implemented and followed by faculty and staff.
- Ensure the proper dissemination of information, opportunities, directives, requirements, and other material to faculty and staff.
- Serve as consultant to department chairs on internal and management matters.
- Serve as the spokesperson for the Center, faculty and staff.
- Facilitate and assist in student recruitment.
- Perform other administrative duties as assigned by the Provost/VPAA.

**Academic Development and Evaluation Duties**

- Assist departments in hiring faculty and staff to meet the Center's mission.
- Assist departments in creating and maintaining opportunities for faculty development in instruction, research and artistic performance.

- Assist departments in the development of departmental mission statements, value statements, goals and objectives, and internal guidelines.
- Schedule and review evaluations of faculty for promotion, tenure, retention, and merit.
- Preside over relevant school personnel committees.

#### **Academic Oversight Duties**

- Engage the faculty and staff of the STPM in continuing efforts to improve the quality of courses, programs and performance in instruction, research, artistic performance and public service.
- Strive to improve the technological resources available and competency of faculty and staff to more effectively meet the mission of the University and the Center.
- Assist in the development and evaluation of degree programs, curricula, and other academic opportunities to meet the higher education needs of students.
- Chair the STPM curriculum Committee and oversee implementation of decisions of this body.
- Work with the Provost/VAA and other deans in planning, evaluating and developing programs, policies and opportunities to improve University-wide levels of instruction and student life in the best tradition of liberal arts and public service.
- Assist departments and programs with accreditations and program evaluations.
- Serve as the approving authority for substitutions of general education courses for STPM students.

#### **Essential Functions**

- Ability to maintain confidentiality.
- Ability to communicate effectively.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to efficiently manage the overall operation of the APCFC.
- Ability to develop both short-term and long-range plans for the Center to successfully complete University goals and objectives.
- Ability to successfully supervise and interact with both faculty and non-faculty personnel and complete all personnel actions in a timely and accurate manner.
- Ability to develop and interpret plans, policies and procedures.
- Ability to prepare and maintain accurate records and reports, budgets, contracts, etc.
- Ability to provide leadership for the infusion of technology into academic programs.
- Ability to provide leadership for the planning and administration of the academic budgets within the Center so that resources are allocated and expended in accordance with the University's long-range plan.
- Ability to develop innovative academic programs that fulfill the mission of the Center and adhere to resource constraints.
- Ability to participate in community activities and professional organizations/meetings.

#### **Minimum Qualifications**

- Master's degree from an accredited university.
- Minimum of five years experience in higher education.
- Management experience as a director or equivalent position.
- Commitment to quality and excellence in performance.
- Commitment to service and student care.
- A background check will be required of the successful applicant.

#### **Additional Preferred Qualifications**

- A terminal degree is preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**