

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.

**Instructional Specialist
Enrollment Management & Academic Support Services
Regular Full-Time Position
Position Number 961000**

General Description

The Instructional Specialist works under the general supervision of the Dean of Enrollment Management and Academic Support Services. The incumbent will have primary responsibility for the daily activities of the Academic Support Center to include staffing for peer tutoring and structured learning assistance and maintaining data to determine the impact of each initiative on student retention.

Primary Duties and Responsibilities

- Develop the existing Academic Support Center to match the needs of APSU Students both in regular and enhanced sections of University classes.
- Maintain confidentiality in all aspects of academic support.
- Use data which describes performance in University core courses to recruit and select peer tutors and supplemental instructional personnel who can best serve students in classes with high failure rates.
- Collaborate with Graduate School Dean to arrange for graduate students who are to be assigned to the Center.
- Match requests for peer tutoring and structured learning assistance with appropriate personnel.
- Obtain appropriate faculty recommendations for tutor applicants.
- Serve as the liaison between departments that house core courses and the Office of Enrollment Management and Academic Support Services.
- Prepare a weekly report for the Dean to document usage of the Center.
- Prepare an end-of-semester report which details the use of the Center and the impact of peer tutoring and structured learning assistance on the academic performance of students who participated in each initiative.
- Maintain all budgets for the Center.
- Supervise student employees and graduate assistants assigned to the Center.
- Prepare and review payroll forms in a timely manner for the Dean's signature.
- Maintain awareness of the needs of a developing center and prepare written recommendations for the Dean's consideration.
- 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 teach peer tutors instructional techniques that are effective with diverse student populations.

Essential Functions continued

- Ability to accomplish job-related tasks without direct supervision.
- Ability to assure that University policy is followed in all decisions.
- Ability to recognize infractions of rules and report occurrences and consequences to the Dean.
- Ability to properly maintain budgetary accounting records.
- Ability to maintain an educational environment that encourages learning.
- Ability to make decisions and work independently.

Required Minimum Qualifications

- Bachelor's degree, preferably with an emphasis on teacher education.
- Knowledge of effective instructional techniques.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Three years experience as an instructor.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS