

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.

**Online Academic Advisor
Extended & Distance Education
Regular Full-Time Position
Position Number 214250**

General Description

The Online Academic Advisor is responsible for providing orientation, academic advising and academic monitoring for APSU Online learners. Online students will be provided a timely, positive and supportive e-environment for the achievement of academic goals.

The Online Academic Advisor provides services consistent with those provided by Extended and Distance Education addressed specifically for students who are pursuing their programs/courses online. This position concentrates on academic concerns in conjunction with services provided by the academic support center. Online students will be provided assistance in developing skills needed for academic success.

The advising and counseling services provided by this position are designed to empower online students in their lifelong learning and development pursuit.

Primary Duties and Responsibilities

- Provide an orientation program or session for learners to ensure a smooth transition to the University and to online courses.
- Teach an online introductory orientation for new learners and support online faculty.
- Assist and advise students with admissions process, advising and registration and any academic issues they might encounter. Academic issues may include missing instructors, login assistance, and technical difficulties, etc.
- Assist students in the process of declaring or changing a major.
- Communicate with online and prospective students via e-mails and phone calls in regard to information about online courses and programs offered through Austin Peay Online.
- Communicate regularly with enrolled online learners to advise them of academic program requirements and other relevant information.
- Review academic progress of elearners to ensure that students are following the appropriate course of study.
- Identify online learners who are at risk of academic probation or leaving the University and implement appropriate intervention strategies to ensure continued progress and success.
- Respond to learner requests for academic support.
- Maintain electronic files on student academic success in online courses.
- Represent the office during campus and community events.
- May be required to work irregular hours in meeting student needs.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.), Desire2Learn (D2L) and SungardHE Banner.
- Ability to communicate effectively and appropriately with a wide range of elearners.
- 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.

Essential Functions continued

- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain accurate files.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively self-manage activities while working within a team-oriented environment toward collective goals.
- Ability to accurately prepare and maintain records and reports.
- Ability to effectively establish rapport with university students, faculty and staff.
- Ability to apply student development and career development theories.
- Knowledge of University and degree requirements.
- Ability to take on professional challenges in the area of adult and distance learning with an orientation to achieving results.
- Ability to remain current with professional career and academic advisement literature.

Required Minimum Qualifications

- Bachelor's Degree.
- Two years of previous work experience as an academic advisor, school counselor, (student personnel worker), career counselor or related position.
- Two years experience using technology as a communication and educational medium and teaching skills applicable to online courses.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's Degree in Counseling, Student Personnel, Education, Guidance or related field.
- Experience working with traditional and nontraditional elearners.

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