

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.

**Coordinator of International Education
Academic Affairs
Regular Full-Time Position
Position Number 411300**

General Description

Reporting to the Provost and Vice President of Academic and Student Affairs, the Coordinator of International Education is responsible for fostering an organizational culture and climate that fully supports global education and welcomes diversity. This will be achieved through developing policies specific to international education, offering international programs, applying for grant and funding opportunities, and through supporting international students who choose to study at APSU. The Coordinator will work very closely with the Office of Grants and Sponsored Programs, Admissions Office, Registrar's Office, College Deans, Public Relations and Student Affairs and with the faculty coordinators of study abroad and exchange programs. The Coordinator is the primary staff responsible for study abroad and travel courses and also serves as the University's Primary SEVIS Designated Officer.

Primary Duties and Responsibilities

Technical Program Support

- Oversee group travel and accommodation arrangements.
- Advise students and parents of study abroad issues (health and safety, finances, cultural etc.)
- Plan and participate in pre-departure orientation sessions for students and parents, in cooperation with the campus coordinator of each study abroad or exchange program.
- Ensure that emergency information is provided to the Student Affairs travel staff.
- Act as "on call" administrator for faculty, staff and students abroad.
- Serve as the Primary Designate School Official for SEVIS.

Recruiting

- Work with Public Relations to coordinate marketing materials for international programs and to promote international opportunities to internal and external audiences.
- Serve as the point of contact for providing study abroad and exchange program opportunities to students.
- Advise international students on visa requirements.
- Ensure compliance with SEVIS regulations.
- Serve as the primary contact for exchange students and international visiting professors.

Academic & Student Affairs Programs

- Work closely with faculty and staff to ensure that program needs, policies, Study Abroad guidelines and procedures are understood.
- Serve as a liaison between the Provost and International Council to facilitate proposals for internationalizing the curriculum.
- Work with faculty to develop budgets and timelines for international courses, internships, and service learning.
- Provide support to faculty advisors of cultural and international student organizations.
- Provide support for programs that raise awareness of global issues (i.e.: International Night).

Primary Duties and Responsibilities continued

Expansion

- Collaborate with Office of Grants and Sponsored Programs to locate, select and apply for grants.
- Coordinate legislative activities with legislative liaison of Office of Grants and Sponsored Programs.
- Coordinate externally-funded fellowships and assistantships with Office of Grants and Sponsored Programs.
- Serve as the institutional representative for developing and supporting the Tennessee Board of Regents Consortium for International Education.
- Assist College Deans, TBR officials, faculty, staff and other groups with developing new opportunities for student exchanges with schools abroad.
- Perform other job-related duties as assigned by the Provost.

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.
- Commitment to values of global education.
- Proven ability to develop, implement and evaluate programs.
- Knowledge of student development and international issues.
- Ability to pay attention to detail.
- Ability to travel in USA and in foreign countries.
- Ability to work with teams.

Required Minimum Qualifications

- Bachelor's degree.
- Three to five years administrative experience – preferably with international programs and students.
- Competency in English.
- Experience with Student and Exchange Visitor Information System (SEVIS) requirements.
- Strong budget experience, especially with revenue programs.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Prior experience in study and /or travel abroad.
- Prior knowledge of (or willingness to learn) the laws, policies, and processes for visas and embargoes.

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