

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.

**Admissions Manager
Admissions
Regular Full-Time Position
Position Number 486100**

General Description

The Admissions Manager is responsible for assisting the Director in coordinating available University resources and initiatives, on- and off-campus, into an effective student recruitment program. The incumbent will assist in the development and implementation of a comprehensive plan to increase undergraduate enrollment while improving the overall quality and diversity of the student body. The Manager is responsible for establishing liaisons with various on- and off-campus constituencies to assure the most positive working relationships possible. The Manager reports to the Director of Admissions.

Primary Tasks and Responsibilities

- Assist the Director in planning various facets of the recruitment program, including development and refinement of initiatives to improve University viability, to enhance the quality and diversity of the student body and to increase enrollment of freshmen and transfer students.
- Directly supervise, manage and evaluate professional recruiting staff and indirectly supervise support staff, graduate assistants and student assistants as needed.
- Assist the Director in coordinating information and developing materials regarding admissions, programs of study, scholarships, financial aid, etc., to attract quality students to APSU, while acting as the liaison to Public Relations.
- Coordinate and manage the scholarship awarding process, while acting as the liaison to Financial Aid for scholarships.
- Coordinate special events and visiting groups, while acting as the liaison to all academic departments for such events.
- Manage all aspects of the Governor's Ambassadors and Campus Tour programs.
- Coordinate phone bank activities including management of the Correspondent Representatives/Telecounselors and overall supervision of the program.
- Conduct extensive travel to include evenings and weekends to secondary schools, community colleges and other venues within an assigned area and at-large.
- Act as liaison between the University and its various on- and off-campus constituencies to enhance the University's image.
- Counsel prospective students and promote the University to exterior constituencies with special emphasis on geographic areas served by the University that are underrepresented in the student population.
- Continuously converse with, track progress of and follow up with all prospective students (using a self-developed, organized system) in a given population from the point of initial contact through the application process via in-person visits, phone calls, letters, e-mails, etc.
- Develop and maintain a close working relationship with the various departments and organizations on campus.
- Serve on University and Tennessee Board of Regents task forces and committees as assigned.
- Drive prospective students and/or current students for campus tours and other University events when required.
- Responsible for general office management and administrative functions as assigned.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to demonstrate excellent, effective verbal and written communication and interpersonal skills.
- Ability to appropriately and effectively accomplish all primary duties and responsibilities.
- Must possess a working knowledge and understanding of admissions and University policies.
- Ability to plan and organize special events and activities.
- Ability to develop strong working relationships with various out-of-office constituencies.
- Ability to perform extensive overnight travel.
- Ability to properly manage University monies.
- Ability to maintain confidentiality of records and information.
- Ability to effectively use administrative computer hardware and software to complete tasks.
- Ability to understand and explain financial aid programs, eligibility criteria, and award procedures.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- Bachelor's degree.
- Three years of experience in an administrative area.
- Valid driver's license and vehicle insurance.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous recruiting and/or marketing experience.
- Master's degree.

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