

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.

**Athletic Academic Coordinator
Regular Full-Time Position
Position Number 856130**

General Description

The Athletic Academic Coordinator reports directly to the Director of Athletics and is primarily responsible for providing overall academic support services to the APSU Athletic Department student athletes.

Primary Duties and Responsibilities

- Serve as an academic advisor/counselor to student-athletes in all sports.
- Organize and implement academic services programs, particularly through weekly meetings, that closely monitor the academic progress of freshmen, transfers and at-risk student athletes.
- Implement a monitoring and reporting program for assessing student-athlete course performance.
- Assist and advise student-athletes each semester during the pre-registration process through monitoring and record keeping of their class schedules for graduation requirements and special athletic needs, such as travel and practice times.
- Assist student-athletes in selecting and declaring an academic major.
- Assist coaches in establishing and conducting sport-specific study programs and supervised study sessions for their respective athletes.
- Serve as campus liaison to faculty and staff, in particular the staffs of the Admissions Office and the Office of the Registrar.
- Employ, supervise and instruct the academic services intern and the tutoring staff.
- Communicate with coaches and track the admissions status, assessment and pre-registration of all new student-athletes.
- Manage the NCAA Enhancement Grant designed to maintain academic services for student-athletes.
- Assist Compliance Coordinator with initial eligibility, through NCAA Clearinghouse information and with continuing eligibility status for compliance with NCAA, OVC and APSU academic standards.
- Assist student-athletes who have exhausted their eligibility in completing their degree at APSU.
- Be responsible for academic honor and award materials: review criteria, identify candidates, prepare nomination materials and recommend nominations for submission.
- Handle overall distribution, management and accounting of departmental textbook program.
- Attend and participate in professional organizational governance.
- Plan and implement fall orientation workshops for all entering freshman and transfer student athletes.
- Assist upperclassmen in all graduation matters, e.g. career counseling, letters of recommendation, post-graduate testing and application, etc.
- Assist coaches in the recruitment process of student-athletes by sharing academic information and by meeting prospective student-athletes for campus visits.
- Assist with on-campus recruitment visits of student-athletes by preliminarily assessing their admissions status for APSU and academic eligibility status by NCAA standards.
- Coordinate Academic Honors and Graduation receptions.
- Coordinate Mentor Program.

Primary Duties and Responsibilities continued

- Contribute to the overall marketing, promotions and development endeavors of the department, primarily the “Graduate A Governor” and Summer School” scholarship program.
- Continue work on Departmental Technology Plan in conjunction with the University plan.
- Drive student athletes or other students to team activities and/or athletic events as needed.
- 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 demonstrate effective athletic personnel and programmatic administration, leadership and supervisory skills and strategies.
- Ability to relate to student-athletes, coaches, administrators, faculty and parents.
- Ability to interpret and adhere to NCAA Rules, APSU Academic Standards and the Family Educational Rights and Privacy Act of 1974.
- Ability to work a flexible schedule with some occasional erratic work hours.
- Ability to meet the needs of student-athletes experiencing adjustment or academic difficulties.

Required Minimum Qualifications

- Bachelor's degree.
- Proven experience in athletic academic advising on the intercollegiate level.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.

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