

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.

Academic Advising Coordinator
College of Business
Regular Full-Time Position
Position Number 641450

General Description

The Academic Advising Coordinator reports directly to the Dean of the College of Business. The primary responsibilities include providing overall academic advising support services to the APSU College of Business undergraduate and graduate students.

Primary Duties and Responsibilities

- Serve as an academic advisor/counselor to the College of Business seniors to identify deficiencies in student's plan of study.
- Develop advising systems that monitor the academic progress of seniors, transfers, and at-risk students using existing and new technology and databases.
- Implement a reporting system for assessing progress toward graduation.
- Develop a college-wide pre-registration process using faculty and staff resources.
- Teach and empower students to keep their class schedule in line with their graduation requirements.
- Assist students in selecting and declaring an academic major.
- Assist faculty in establishing and conducting specific study programs.
- Serve as campus liaison to faculty and staff, in particular the staffs of the Admissions Office and the Office of the Registrar.
- Plan and implement workshops for faculty to create system coordination and cohesion.
- Assign new College of Business students to faculty advisors.
- Assist seniors in career counseling, letters of recommendation, post-graduate testing and application, etc.
- Handle overall distribution, management, and accounting of departmental textbook program.
- Employ, supervise, and instruct the academic advising intern and tutorial staff.
- Attend and participate in staff meetings and organizational governance.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to understand and act within APSU policies and academic standards, the College of Business policies, as well as the Family Educational Rights and Privacy Act of 1974 (FERPA).
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 relate to students, faculty, and parents.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Essential Functions continued

- Ability to define university and degree requirements for majors in the College of Business.
- Ability to stay current on trends in academic advisement.
- Ability to multi-task and work evenings and weekends as required.

Required Minimum Qualifications

- Bachelor's degree from a College/School of Business.
- Computer literacy.
- Ability to work flexible hours to include evenings and week-ends.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Experience working as an academic advisor in a college/School of Business.

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