

*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 Advisor  
Athletics  
Regular Full - Time Position  
Position Number 856100**

**General Description**

The Athletic Academic Advisor reports directly to the Athletic Academic Coordinator and is primarily responsible for providing academic advising services to the APSU Athletic Department student athletes.

**Primary Duties and Responsibilities**

- Serve as an academic advisor for certain sport teams as assigned.
- Help students understand University and degree requirements and develop a responsible approach to academic planning.
- Assist student-athletes in selecting and declaring an academic major.
- Assist in assessing student-athlete course performance.
- Assist and advise student-athletes each semester during the pre-registration process by monitoring their class schedules for graduate requirements and special athletic needs, such as travel and practice times.
- Maintain accurate academic records, develop statistical analysis of academic success or challenges and provide data as requested regarding the academic progress of student-athletes on an on-going basis.
- Communicate with coaches and track the admission status, assessment and pre-registration of all new student-athletes.
- 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.
- Assist student-athletes who have exhausted their eligibility in completing their degree at APSU.
- Assist upperclassmen in all graduation matters, e.g. career counseling, letters of recommendation, post-graduate testing and application, etc.
- Assist with the distribution, management and accounting of departmental textbook program.
- Assist with fall orientation workshops for all entering freshman and transfer student-athletes.
- Attend and participate in professional organizational governance.
- Refer students to other office and campus resources as needed.
- Assist with career development program in conjunction with CHAMPS/life skills.
- Assist with work on departmental technology plan in conjunction with the University plan.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to perform primary duties and responsibilities of the position.
- 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.

### **Essential Functions continued**

- 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 demonstrate effective athletic personnel and programmatic administration, leadership and supervisory skills and strategies.
- Ability to relate to student-athletes, coaches, administrators, faculty and parents.
- Knowledge of NCAA rules and regulations as well as APR used by NCAA institutions.
- Ability to interpret and adhere to NCAA Rules, APSU Academic Standards and the Family Educational Rights and Privacy Act of 1974.
- Ability to work some nights and weekends.
- Ability to meet the needs of student-athletes experiencing adjustment or academic difficulties.
- Ability to monitor continuing eligibility and satisfactory progress of student-athletes each semester/term using APR, NCAA and University guidelines.
- Knowledge of University and degree requirements.

### **Required Minimum Qualifications**

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

### **Additional Preferred Qualifications**

- Master's degree.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**