

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 Coordinator
High School Upward Bound Program
Full-Time Grant Funded Position
(Renewal contingent upon continuation of grant funding)
Position Number 899500**

General Description

The Academic Coordinator reports directly to the Director and is responsible for overall coordination of student programming and services.

Primary Duties and Responsibilities

- Coordinate Academic Tutoring Program and/or weekly School visits.
- Monitor tutoring program and manage school visits.
- Make referrals to academic counselor regarding struggling students.
- Conduct tutor orientation.
- Prepare summary reports of participants progress throughout the tutoring program.
- Coordinate Summer Program to include:
 - Participate in recruiting and interviewing of possible summer teachers.
 - Provide resources to teacher (i.e., curriculum, books, materials).
 - Create and maintain student and teacher schedule for summer program.
 - Ascertain curriculum guidelines and graduation requirements.
- Coordinate Saturday Sessions.
- Coordinate and conduct annual participant recruitment.
- Conduct presentation to local middle and high schools.
- Develop student interview schedule.
- Coordinate volunteer and job shadowing opportunities for students.
- Work in conjunction with community agencies.
- Work with APSU faculty and staff departments.
- Coordinate and conduct workshops schedule for students concerning a variety of high school issues.
- Maintain and update Merit System for students earning stipends each month.
- Participate in all mandatory sessions for students and staff meetings.
- Collect and review all progress reports and end of year transcripts for all students. Give to Academic Counselor for review and academic counseling sessions.
- Coordinate and plan Summer Trip and Cultural Trips of Summer Program.
- Participation in related professional organizations serving TRIO personnel (TASP, SAEOPP).
- Perform other job-related duties as assigned.

Essential Functions

- 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 handle multiple tasks simultaneously.

Essential Functions continued

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to use instructional, assessment, and guidance software appropriate to secondary students.
- Ability to relate well to participants and parents, and be sensitive to the educational and economical needs of secondary youth.
- Ability to be proficient in participant assessment, needs diagnosis, execution of data analysis and interpretation.
- Ability to participate in TRIO staff development programs as necessary.
- Ability to counsel students in personal/social, academic, and career development.
- Ability to understand and be able to communicate high school curricula, graduation requirements, college admissions policies and procedures, and college entrance testing, student financial aid application and opportunities.
- Ability to work occasional Saturday morning and evening hours.
- Ability to travel (occasionally overnight) to escort participants on field trips.
- Ability to accurately prepare records and reports.
- Ability to mandate a budget.

Required Minimum Qualifications

- Bachelor's degree and a minimum of six months experience in a university or high school setting.
- Minimum of one year of supervisory experience.
- Documented success with student programming/student life and or student activities.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- TRIO experience and management skills.
- Knowledge of college preparation for high school students.
- Two years of experience working with high school students.
- Master's or Bachelor's degree in Psychology, Counseling, Personnel Services, or related field.

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