

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/Instructor
Veterans Upward Bound
Full-time Grant-Funded Position
Position Number 919551**

(Renewal contingent upon continuation of grant funding)

The Academic Coordinator/Instructor reports to the Director of Veteran's Upward Bound and is responsible for providing motivational and remedial/refresher individualized instruction for disadvantaged veterans (low-income and first-generation veterans).

Primary Duties and Responsibilities

- Develop and teach successful motivational and remedial/refresher classroom programs designed to prepare participants for success in college.
- Prepare individualized instructional plans and materials based on participants' diagnosed academic needs.
- Supervise the day-to-day operation of the academic component in accordance with the regulations of the Department of Education and the University.
- Supervise and evaluate the Adult Education Specialist and all part-time instructors and tutors.
- Assist in preparing grant proposals.
- Assist in public relations and recruiting efforts.
- Assist Counselor with eligibility determination.
- Prepare computerized academic progress reports on participants.
- Coordinate all cultural events related to academic component.
- Attend meetings for staff development.
- Prepare monthly, quarterly, yearly progress reports for the academic component.
- 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.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to teach pre-college math and algebra and computerized assisted instruction.
- Ability to stimulate academic motivation for re-entry/adult students.
- Ability to work in a flexible, individualized instructional setting, and develop and teach motivational and remedial/refresher classroom programs.
- Ability to coordinate cultural events related to academic component.
- Ability to work evenings as required.

Required Minimum Qualifications

- Bachelor's degree in education or related field.
- A minimum of two (2) years adult education/secondary classroom teaching/TRIO or tutor experience.
- Knowledge of mathematics and computer application instruction.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- M.A. degree in education.
- Teacher certification.
- Knowledge of grant writing highly preferred.
- Prior experience with veterans and TRIO programs.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS