

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.

**Advising Coordinator
Title III Grant
Full-Time, Grant-Funded Position
Continuation Contingent Upon Availability of Funding
Position Number 642240**

General Description

The Advising Coordinator reports to the Student Success Specialist and assists with the development and implementation of intrusive advising systems to increase success of under-prepared, at-risk learners in the College of Science and Mathematics (CoSM). In addition, the Coordinator provides advising support to the Dean of CoSM.

Primary Duties and Responsibilities

- Assist students in identifying their strengths and optimum learning styles through assessment and discussion.
- Assist faculty with development of skills in intrusive advisement; participate in the development of assessment process and Academic Alert and Referral Systems.
- Assist in pilot-testing strengthened advising process by assisting students in the development of career/education portfolios and monitoring student progress.
- Assist in evaluating student progress.
- Perform other job-related duties as assigned.

Essential Functions and Abilities

- Ability to carry out the duties and responsibilities of the position.
- Ability to work with faculty to develop intrusive advising skills.
- Ability to relate well with peer faculty.
- Ability to assist students in identifying their strengths and weaknesses.
- Ability to develop an evaluation system for student progress.
- 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.

Required Minimum Qualifications

- Master's degree in Education, Counseling or related field.
- Bachelor's degree in science, mathematics or related area.
- Previous experience advising or counseling students at the post-secondary level.
- A background check and official transcripts will be required of the successful applicant.

Additional Preferred Qualification

- Previous experience working with at-risk students at the post-secondary level.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS