

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.

**Assistant Director  
Student Counseling and Health Services  
Full-Time Position  
Position Number 919070**

**General Description**

The Assistant Director reports to the Director of Student Counseling and Health Services. Primary responsibilities include enhancing and supervising the daily operation of a comprehensive student-centered counseling program and acting as the director in his/her absence.

**Primary Duties and Responsibilities**

- Coordinate and enhance the University's student-centered counseling program.
- Coordinate quality assurance of records management.
- Assist the Director in developing and managing the departmental budget.
- Oversee development and implementation of policies and procedures for the counseling center.
- Oversee the development and interpretation of outcome studies of Student Counseling Services programming.
- Supervise administrative assistant, graduate assistant, interns, and part-time counselors.
- Provide psychological counseling to students, with primary emphasis on developmental and personal issues, using both individual and group settings.
- Facilitate with the Director appropriate referral to a local mental health center or other community agency when beneficial or necessary.
- Provide intervention for students, faculty and staff in various crisis situations.
- Provide consultation services, in concert with the counseling center professional staff, to faculty, administrators, and the community regarding the factors affecting the adjustment and mental health of the student population.
- Provide outreach programs, in concert with the director and other staff, addressing various developmental and psychosocial issues.
- Identify and cultivate relationships with appropriate referral resources within the University and local community for students, faculty, and staff.
- Serve on appropriate University committees.
- Plan and implement departmental in-service workshops.
- Attend appropriate local, regional, and national meetings and conferences for professional development and to represent the counseling center, the division of student affairs, and the University.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to effectively provide counseling to students.
- Must have effective group dynamic and crisis intervention skills.
- Ability to accurately prepare and maintain records and reports.
- Ability to apply student development theories.
- 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.

### **Essential Functions continued**

- 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 Counseling, Community Mental Health, Psychology, Social Work or related field.
- Excellent assessment and counseling intervention skills.
- Licensure or eligibility for licensure in a specialty discipline in the state of Tennessee.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience working with the collegiate environment.

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