



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.

**Associate Director  
Human Resources  
Regular Full-time Position  
Position Number 566020**

**General Description**

The Associate Director is under general supervision of the Director of Human Resources and is responsible for maintenance of the AP-ACT pay plan spreadsheets and equity data, supervision of the University-wide employee benefits program, maintenance and accuracy of the Banner HR system, hiring procedures for non-faculty positions, maintenance of job descriptions and adjunct and overload payment procedures. The incumbent also advises personnel regarding general personnel policies and procedures.

**Primary Duties and Responsibilities**

- Act as primary decision-maker in the absence of the Director of Human Resources.
- Manage the update, maintenance and implementation of employee compensation equity plans.
- Maintain integrity and accuracy of information in Banner HR system.
- Maintain knowledge of interaction between Banner system tables as pertains to benefits and compensation: perform updates as needed.
- Attend meetings regarding development and changes affecting the data or procedures used with Banner HR.
- Carry out special assignments for President, Vice President and Director of Human Resources. Assignments in this area require research and compilation of data related to HR functions such as salaries, benefits, employment, equity, etc.
- Review paperwork for adjunct, overload, temporary and student hires for accuracy and verify that proper procedures are followed for processing data into Banner HR. Resolve errors that surface during review.
- Provide direct supervision for three full-time employees and indirect supervision to student workers.
- Responsible for implementation and maintenance of PeopleAdmin applicant tracking system.
- Supervise application and hiring process for administrative/professional, clerical/support and student positions. Supervise posting of positions on APSU and other web sites.
- Evaluate, classify and write position audit reports and descriptions.
- Supervise process for worker's compensation and other claims against the University and preparation of the annual OSHA report.
- Supervise yearly programs such as Service Awards, Outstanding Employee Award, Employee Benefits Fair, etc.
- Assist in development and revision of personnel policies and procedures.
- Supervise retirement process and assist in completion of retirement forms, etc.
- Supervise computation of deferral compensation limits for employees.
- Supervise maintenance of personnel documents on HR web site.
- Supervise employee evaluation process.
- 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 develop, write and implement computer data retrieval programs for the Banner HR system.

### **Essential Functions continued**

- Ability to effectively use a large automated system with centralized processing of payroll, budget and employment information.
- 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 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 plan, prioritize and meet deadlines.
- Ability to effectively administer the employee benefits programs.
- Ability to effectively advertise vacant positions and monitor the processing of applications.
- Ability to evaluate FLSA requirements, rules and regulations.
- Ability to counsel employees.
- Ability to communicate effectively and appropriately.
- Ability to perform complex mathematical calculations accurately.
- Ability to effectively plan and coordinate meetings, programs and activities.
- Ability to accurately prepare and maintain records and reports.
- Ability to interpret policies and assist in developing and revising policies.

### **Required Minimum Qualifications**

- Bachelor's degree in personnel management or related field.
- Minimum of five years' experience working with employee benefits, employment and/or personnel classification.
- Knowledge and experience using Microsoft Office, Excel, PeopleAdmin, Access, etc.
- A background and credit check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Prior knowledge of and experience with Sungard SCT Banner HR.
- Prior knowledge of and experience with TBR/APSU policies and procedures.
- Knowledge of federal and state laws related to human resource management.
- Knowledge of immigration laws and the process of obtaining appropriate work status documents for non U.S. citizens.

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