

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 Provost
Enrollment Management and Academic Support
Regular Full-Time Position
Position Number 960000**

General Description

The Associate Provost of Enrollment Management and Academic Support will direct the development, implementation and ongoing evaluation of programs, services and policies designed to increase recruitment and retention of students. The purpose of the position is to manage optimal university enrollment through attracting qualified applicants, supporting their admissions and registration processes, managing effective financial aid programs, and enhancing academic success. This position reports to the Provost and Vice President of Academic for Academic Affairs.

Primary Duties and Responsibilities

- Assure that the necessary retention and academic support services and programs are provided to students by supervising enrollment management and academic support functions that include: Admissions, Student Financial Aid & Veterans Affairs, Records, Institutional Research & Effectiveness, First Year Programs, Developmental Studies Programs, Academic Support Services, and Career Planning & Placement.
- Manage and direct academic monitoring and tracking of students, to include, but not limited to, academic progress, grade checks, etc.
- Research and prepare reports for projects related to retention data and present reports to the campus community.
- Direct the maintenance of databases of student information, program participation, and student progress.
- Assess students' needs for delivery of retention support services; assess university retention and graduation completion rates to address programmatic needs; analyze retention trends for implementation of student intervention strategies; keep abreast of TBR policies and guidelines, governmental legislation, and laws pertaining to special populations.
- Provide managerial leadership to direct reports and their respective staff to ensure a cohesive team effort for academic support services.
- Direct the development of procedures, processes, materials, and training to ensure that staff and faculty are familiar with and can easily access retention data.
- Coordinate with university community in planning and scheduling specialized and college-wide retention activities, including Transitions Program, academic department retention activities, early alert system, etc.
- Develop and implement a comprehensive advisement system.
- Serve on appropriate college-wide, system-wide, or ad hoc committees as directed to address retention issues.
- Other job-related duties as assigned.

Essential Functions

- Ability to effectively provide comprehensive retention support services for students at the college level.
- Ability to effectively assist students in making successful academic and social progress toward graduation through academic assessment, placement, and academic support services.
- Ability to effectively collaborate with other departments and programs on campus in planning academic enhancement and support programs.

Essential Functions continued

- Ability to effectively prepare and inform campus community of retention and attrition data.
- Ability to effectively analyze and interpret data.
- Ability to operate a personal computer and associated software.
- Ability to communicate effectively.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner, resolve personnel issues, and conduct performance appraisals.
- Ability to prepare and maintain records and reports.
- Must have excellent people skills to be able to work with a diverse university community and non-university community.
- Must have strong planning and organizational skills.

Required Minimum Qualifications

- Doctorate degree. ABDs will be considered if all requirements will be completed by date of hire.
- A background and credit history check will be required for the successful applicant.

Additional Preferred Qualifications

- Knowledge of policy formulation and procedural program implementation related to student success initiatives desired.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS