

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.

**Coordinator, Course Evaluation
Academic Affairs
Regular Full-Time Position
Position Number 343000**

General Description

The Coordinator works under the general supervision of the Assistant Vice President of Academic Affairs and is responsible for administration and training regarding e-dossier creation and maintenance. Coordinate use of Class Climate to deploy student course evaluations.

Primary Duties and Responsibilities

- Work with Faculty Senate Committee to establish a schedule and process for deployment of student course evaluations to incorporate two main campus terms and four Fort Campbell terms.
- Work with Institutional Research and Effectiveness to ensure survey deployments do not conflict with course evaluation deployment. Ensure appropriate evaluation form is deployed for each course.
- Provide assistance to students regarding Class Climate course surveys and serves as administrator for the class climate server.
- Creation of incremental reports on completion status for Deans and Provost.
- Preparation and distribution of final reports to Dean, Department Chairs, and Individual faculty.
- Creation and maintenance of e-dossier shells for faculty tenure and promotion process.
- Train faculty to add and remove materials from e-dossiers
- Enroll and unenroll faculty committees involved in e-dossier review.
- Responsible for entering faculty committee, Chairs, Deans, and Provost recommendations into all faculty e-dossiers.
- Provide additional training and assistance to faculty during editing period.
- Assist faculty with online course development.
- Perform other job-related duties as assigned.

Essential Functions

- 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.
- 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 plan and implement pilots as needed for transition from paper to online evaluation
- Ability to make sound decisions.
- Ability to accurately prepare records and reports.

Required Minimum Qualifications

- Associate's Degree or equivalent Computer Science or Instructional Technology experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience in database administration, course management software.
- Training experience preferred.

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