

*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  
Hispanic Cultural Center  
Regular Full-Time Position  
Position Number 331355**

**General Description**

The Coordinator reports to the Director of Student Life and Leadership in the Division of Student Affairs and works collaboratively with the HCC Advisory Committee. The Coordinator is responsible for overseeing and enhancing the programs, events, and services provided by the HCC for the campus and community as well as to educate and motivate all students to be aware and appreciative of the Hispanic culture.

**Primary Duties and Responsibilities**

- Provide leadership and direction for the operation of the HCC and promotion of the Hispanic culture.
- Plan and implement comprehensive programs and services to enhance the academic and social success of Hispanic students with a focus on activities related to retention.
- Coordinate educational programs and campus events that promote a diverse intellectual and social environment as well as cross-cultural understanding to include Hispanic Heritage Month.
- Facilitate collaborative partnerships with faculty and other departments in presenting programs and fostering appreciation for the Hispanic culture through lectures, art, discussions and workshops.
- Provide quality marketing for programs and services and ensure that events are adequately publicized to maximize participation.
- Assist in the recruitment of under-represented students by participation in such events as Summer welcome and AP Day.
- Communicate regularly with the HCC Advisory Committee and schedule meetings as appropriate.
- Design and implement community outreach programs and collaborative partnerships to include making the HCC available for campus and community events.
- Serve as a resource person for students, faculty, staff, and the community.
- Represent the HCC at both on-campus and off-campus events.
- Conduct regular program evaluations and coordinate HCC objectives with the Division of Student Affairs and University goals.
- Supervise and evaluate staff and student assistants.
- Perform other job-related duties as assigned.

**Essential Functions and Abilities**

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively manage all aspects of the HCC.
- Ability to work with students, faculty, and administration in developing and advancing the goals of the HCC.
- Ability to provide evidence of leadership in planning, design, and delivery of programs and services.
- Ability to plan, implement, and evaluate retention programs for Hispanic students.
- Ability to assess the needs of Hispanic students, set priorities among those needs, and respond to those needs to the extent that the number of students, facilities, and resources permit.

### **Essential Functions and Abilities continued**

- Ability to provide support services to help Hispanic students achieve their educational goals.
- Ability to promote and deepen the understanding of the Hispanic culture and heritage.
- Ability to provide training in leadership skills and other personal and social skills for Hispanic students and those seeking to assist them.
- Ability to accurately prepare and maintain records.
- Ability to accurately analyze data and prepare reports.
- Ability to collaborate with other university departments and offices serving on committees as appropriate.
- Ability to communicate effectively, both orally and in writing.

### **Minimum Qualifications**

- Bachelor's degree in a field that compliments the purpose of the HCC and the responsibilities of the position
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Three years of relevant administrative experience in a university or similar environment.
- Successful external funding and/or grant writing experience.
- Experience working with Hispanic Communities.
- Understanding of and ability to speak the Spanish language.

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