

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, Military Student Center
Student Affairs
Regular, Full-Time Position
Position Number 640200**

General Description

Primary responsibilities include coordinating comprehensive support services and serving as a mentor for military/veteran students. This position will report to the Dean of Students within the Division of Student Affairs.

Primary Duties and Responsibilities

- As ombudsman for military and veteran students, assist the university community in understanding military/veteran students' needs, challenges and strengths.
- Assist military/veteran students in making the transition from the demands of the military to the expectations of the university.
- Plan and implement education programs and support services to enhance the academic and social success of military/veteran students with a focus on activities related to retention.
- Develop collaborative partnerships with faculty, campus departments and external organizations in support of military/veteran students and serve as a liaison with the Office of Disability Services.
- Provide oversight and direction for the operation of the MSC; coordinate schedules for and supervise student workers.
- Oversee the maintenance and update of the Military Student Center website and Facebook page.
- Participate with the Military Education Task Force to address needs of military/veteran students by participation in such events as Summer Welcome and AP Day.
- Teach one section of APSU 1000 (freshman seminar) for military/veteran students who are first-time full-time freshman.
- Serve as a resource person for students, faculty, staff and the community; refer military/veteran students to other offices and campus support services as needed.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to provide evidence of leadership in planning, design and delivery of programs and services.
- Ability to plan, implement and evaluate retention programs for military/veteran students.
- Ability to access the needs of military/veteran student, set priorities among those needs, and respond to those needs to the extent that the number of students, facilities and resources permit.
- Ability to collaborate with other university departments and serve on committees as appropriate.
- Ability to communicate effectively and appropriately, both orally and in writing.
- Ability to maintain confidentiality of records and information.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Argos, etc.) and SungardHE Banner.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to analyze data and prepare reports.

Required Minimum Qualifications

- Bachelor's Degree.
- Military service or family member of military member.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Master's degree in a field that complements the purpose and responsibilities of the position.
- Experience working in an educational and/or university setting with a diverse student population preferred.

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