

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
Extended Campus-Springfield
Regular Full-Time Position
Position Number 607020**

General Description

The Extended Campus Coordinator is under the supervision of the Director of Extended Education. The primary responsibilities include coordinating APSU's offerings at the extended campus, serving as the on-site liaison with APSU and NSCC/VSCC personnel, and assisting and advising students

Primary Duties and Responsibilities

- Serve as a liaison for APSU regarding admissions, advising, registration and any academic issues students might encounter at the extended campus location, including dual admission and Tennessee Transfer Pathways.
- Maintain a collaborative relationship with extended education staff and main campus offices, including admissions, registrar, financial aid, academic departments, etc.
- Assist in recruitment and retention (through graduation) of students at the extended campus.
- Assist with planning and implementation of all extended campus events, including faculty and student orientations, Q&A sessions, etc.
- Monitor the appropriate extended campus website.
- Communicate regularly with extended campus students, faculty and community.
- Represent the Center for Extended and Distance Education office during campus and community events.
- Refer students to other offices and campus resources as needed.
- Recommend marketing strategies for promoting the extended campus programs.
- Maintain a database of information on student success and associated statistical data.
- Work with all student support departments on campus to identify and provide services required by extended campus students; ensure these services are accessible to all extended campus students.
- Serve as a student advocate and facilitate student success; providing necessary information and materials to ensure degree completion.
- Advise students at the extended campus who have a dual admissions agreement with APSU while they are completing an associate degree at one of the partner community colleges.
- Help students understand University and degree requirements including the process of declaring or changing an undergraduate major and proceeding on to graduate school.
- Monitor the academic progress of extended campus students.
- Assist advisees in all stages of career development in coordination with appropriate departmental advisers and the Career Advising office.
- Coordinator will primarily fulfill duties from the extended campus location, with established hours; however, there will be times when travel to main campus for meetings will be necessary, as well as some irregular hours in order to meet student and campus needs.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and Sungard HE 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 understand and act within APSU policies and academic standards, as well as the Family Educational Rights and Privacy Act of 1974 (FERPA).
- Ability to relate to students (traditional and non-traditional), faculty and parents.
- Ability to effectively self-manage activities while working within a team-oriented environment toward collective goals.
- Ability to accurately prepare and maintain records and reports.
- Ability to handle multiple tasks simultaneously.
- Ability to understand University procedures, curricular offerings and placement and be able to relate this information effectively to prospective students.

Required Minimum Qualifications

- Bachelor's Degree.
- Minimum of two years work experience using social media as a communication and/or marketing strategy.
- A minimum one year of work experience in an educational setting.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years higher education experience.
- Two years of previous work experience as an academic adviser, school counselor (student personnel worker), career counselor or related position.
- Master's Degree in Counseling, Psychology, Business, Student Personnel, Education, Guidance or related field.
- Experience working with traditional and non-traditional students.
- APSU alumnus and resident of extended campus community.

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