

*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.*

**Counselor**  
**Tri-County Upward Bound Program**  
**Regular Full-Time Position**  
**Position Number 531092**

**(Grant funded position; annual renewal contingent upon continued grant funding)**

**General Description**

The main objective of the TCUB program is preparing rural high school students who are economically disadvantaged and/or potential first-generation college students for entrance into and persistence in postsecondary education. The Counselor reports to the director of the program.

**Primary Duties and Responsibilities**

- Recruit and screen program participants and provide individual counseling services at target high schools. Monitor student academic progress and consult with high school staff.
- Coordinate instructional/tutorial services for monthly Saturday sessions on campus of APSU.
- Plan and execute group presentations on postsecondary entrance requirements, ACT/SAT preparation, financial aid, study skills and other relevant topics.
- Assist director with extensive planning for and coordination of 6-week summer residential component for program participants on APSU's campus.
- Participate in staff/professional development and professional organizations, which promote educational opportunity/access.
- Maintain up-to-date project and individual counseling records and assist with other data collection as required.
- Analyze and screen student applications and family financial data for program eligibility.
- Review and analyze student academic records for academic deficiencies, develop an Individual Education Plan (IEP), and coordinate remedial services; monitor student academic progress and revise IEP as required.
- Provide effective personal, academic, career and financial aid counseling to program participants at target high schools and on APSU campus.
- Travel to target schools to provide project services.
- Provide leadership in director's absence.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to provide comprehensive counseling services which result in participants enrolling in postsecondary education.
- Ability to operate a personal computer and associated software.
- Ability to effectively plan and execute program activities assigned by the Director.
- Ability to work effectively with target school staff to identify potential participants and coordinate program services.
- Ability to advocate for first-generation and/or low-income program participants seeking postsecondary education.
- Ability to work Saturdays as needed during academic year and evenings during the Summer Session.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to relate effectively to students and parents and demonstrate sensitivity to the special needs of target population.

### **Essential Functions continued**

- Ability to work independently, meet deadlines and manage multiple assignments.
- Ability to travel extensively to target schools.
- Requires commitment, long hours and a high energy level.

### **Minimum Required Qualifications**

- Bachelor's degree.
- Three years of previous experience in counseling, social work, education or related area.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Masters degree in counseling, social work, education or related field.
- Previous experience working with disadvantaged high school youth.
- Previous TRIO experience.

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