

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.

**Director
Institutional Research and Effectiveness
Regular Full-Time Position
Position Number 527000**

General Description

This position reports to the Provost/Vice President for Academic Affairs and is responsible for designing, implementing, analyzing and reporting research results related to enrollment management, strategic planning, internal budgeting, state-level data needs and student outcomes assessment.

Primary Duties and Responsibilities

- Support administrators in development and reporting of university strategic plan and university performance funding.
- Construct and manage databases.
- Design, implement and manage research and assessment projects, both internal and external.
- Compile and distribute data and reports on topics including but not limited to assessment, instruction, enrollment, retention and graduation as necessary.
- Oversight of the University's role in various state, regional, and national data exchange systems.
- Oversight of data collection and reporting for University Fact Book, IPEDS, US News, and college guides.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently use a variety of computer software and possess sufficient knowledge of mainframe computers to use centralized services effectively.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to prepare and analyze reports.
- Ability to work independently.
- Broad knowledge of higher education issues.
- Commitment to accuracy, clarity, promptness, reliability and creativity.
- Ability to communicate effectively.
- Ability to develop and interpret policy.

Required Minimum Qualifications

- Master's degree.
- Minimum of three years of higher education experience; preferably in institutional research areas with a broad knowledge of data interpretation, database design, statistical analysis, and research design.
- Demonstrated research ability and computer skills in spreadsheets, databases, word processing, and statistical analysis packages.
- Demonstrated strong written and oral communication skills, including the ability to communicate complex statistical analysis to a non-technical audience.
- A background check will be required for the successful applicant.

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