

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, New Student Programs
Enrollment Management & Academic Support
Regular Full-Time Position
Position Number 962000**

General Description

The Director of New Student Programs is responsible for the design, implementation, and assessment of all new student programs that focus on academic support for student retention. The Director reports to the Associate Provost of Enrollment Management and Academic Support and collaborates with both Student Affairs and Academic Affairs personnel in order to effectively design and implement programs that enroll students in the University as well as those that integrate them into University life. Based on the assessment of programs and student needs, the Director assures that programs contribute to the retention of students. The Director is expected to teach two sections of APSU 1000 each semester.

Primary Duties and Responsibilities

- Responsible for coordinating with deans and department chairs for staffing APSU 1000 courses and for teaching two sections of APSU 1000. Assist in the development of learning communities that focus on discipline-based courses.
- Peer mentors for APSU 1000—take applications, coordinate interview and selection process, assign to instructors and maintain records. Conduct evaluations of work.
- Arrange selection of student leaders for summer orientation programs; supervise work and conduct evaluations of performance.
- Direct the planning, implementation and assessment of programs associated with new students, transfer students and underserved students (such as sophomores, non-traditional students and other populations as identified).
- Plan and implement summer and winter registration for freshmen and transfer students (Summer and Winter Welcome programs.)
- Plan and direct an effective Student Orientation Program for all new students at the University, including main campus, Fort Campbell and on-line courses.
- Collaborate with all University units whose participation is required in enrolling new students, new student orientation, and with the First-Year Experience Planning Committee to assure that programs are purposeful and delivered effectively.
- Monitor program design and content to assure that student needs are met and propose alternatives if gaps in services are identified.
- Coordinate the delivery of the freshman seminar course, APSU 1000, which includes but is not limited to: recruiting, training, and supporting APSU 1000 instructors. Ensure the course meets the mission of the First-Year Experience, coordinate course evaluations and implement any changes identified via course evaluations, APSU 1000 committee members and administrators.
- Recruit and train student leaders who plan activities and assist University personnel with all programs for new students.
- Serve as administrative advisor to Alpha Lambda Delta Freshman Honor Society as well as additional new student/freshman organizations that are formed.
- Collect, analyze and report evaluative information that result from participant evaluations
- Manage the budget for New Student Programs. Assure that student fees are spent for student programs.
- Maintain awareness of grant opportunities and seek funding in order to expand programs.
- Conduct focused seminars and teach a freshman seminar as needed.
- Chair a New Student Programs University Committee that is a sub-committee of the First-Year Experience Committee.
- Coordinate remedial courses provided by Nashville State Community College.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE 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 handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to plan and coordinate new student orientation, registration seminars and other events.
- Ability to partner with other administrative units, particularly in student service and academic fields.
- Ability to use sound judgment in decision-making.
- Ability to demonstrate energetic and creative leadership of programs and services.
- Ability to manage recordkeeping, administrative and budgetary details.
- Ability to examine and analyze data and prepare written reports.
- Ability to partner with faculty, staff and students to accomplish University, division and departmental goals.
- Knowledge of student development theories and practices and current trends/best practices in the area of new student services.
- Knowledge of learning styles of new students for a variety of student populations such as adult learners, traditional students, minority students and students with disabilities.
- Ability to function as a team player.

Required Minimum Qualifications

- Master's degree in an academic field.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of professional experience in organizing and coordinating programs.
- Experience in teaching new students and planning new student programs.
- Successful candidate should have knowledge of differentiated instructional strategies that address the needs of freshmen.
- Teaching experience in a technology enhanced setting.

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