

*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 of Community and Business Relations  
and Executive Assistant to the President  
Regular Full-Time  
Position Number 153000**

**General Description**

The Director of Community and Business Relations and Executive Assistant to the President reports directly to the President and assumes major responsibility related to the following primary duties and responsibilities.

**Primary Duties and Responsibilities**

- Provide leadership for external relations with various constituencies.
- Serve as a representative of the President at various functions on campus and in the community; deliver remarks on the President's behalf when requested and provide appropriate reports and follow-up related to such assignments.
- Actively participate as a member of the President's Cabinet and President's Circle of Advisors, providing administrative support for their activities and ensuring follow-up on issues and directives resulting from the discussions and deliberations of these groups.
- Develop corporate and community relationships for the University, building coalitions and fostering better communications throughout the University and beyond.
- Research opportunities to extend and promote the University's mission.
- Ensure that corporate and community proposals are systematically developed and acted upon.
- Identify key alumni within the business and local community that might suggest positive relationship based upon common interest.
- Plan, coordinate and execute opening Convocation and other special Presidential events and initiatives including visits by public figures, governmental officials and University-sponsored functions for external groups.
- Manage the timely and accurate completion of special projects which cross organizational lines.
- Monitor initiatives established by the President to ensure timely and successful completion by all staff.
- Assist in recruitment, coordinate searches and serve as staff support for personnel searches initiated by the President's Office.
- Work closely with key administrators including the vice presidents, deans and academic and administrative department chairs.
- Represent the President, as appropriate, in researching and resolving confidential problems and complaints from students, parents and other constituencies when resolution is not achieved at lower levels; respond to daily requests for Presidential assistance in handling inquiries, correspondence or complaints; determine referrals to other offices or gather appropriate background information for President to render a decision.
- Independently handle matters of a confidential nature of which prescribed policies may not apply, exercise judgment and initiative in determining solutions and actions to be taken; advise President of outcome.
- Assist in establishing priorities and agendas, research issues of importance and sensitivity, produce briefing materials and draft papers on all significant matters which require the President's attention.
- Review communications directed to the President and, where appropriate, summarize, respond, initiate fact-finding and/or refer the matter to the appropriate University official.

### **Primary Duties and Responsibilities**

- Compose letters and reports, often responding independently on the President's behalf; review and edit drafts and final copies of correspondence, surveys, reports, etc., prepared for the President's signature.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to supervise personnel and maintain a positive team environment.
- Ability to prioritize and complete assignments independently, while balancing competing needs.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community, donors, alumni, elected officials, members of the local community and business leaders.
- Ability to promote an appreciation for cultural diversity in a higher education setting.
- Ability to develop and interpret personal, financial and other policies, and complete associated action in a timely, honest and accurate manner.
- Ability to understand, plan and administer budgets and funding associated with development functions.
- Ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner.
- Must be articulate and knowledgeable in stating the case for support and mission of the University.
- Ability to retrieve and communicate information quickly, clearly and accurately, in both oral and written form; to assimilate a broad knowledge of campus policies and procedures; to interpret and apply policies and procedures with clarity and accuracy to individual circumstances.
- Discernment to identify and analyze a variety of issues and problems, making recommendations and/or taking action to resolve them.
- Propensity to respond flexibly with a positive attitude in all circumstances.
- Commitment to demonstrate exemplary service ethic and highest professional standards.
- Ability to draft clear, concise written documents.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to maintain strict confidentiality and discretion.

### **Minimum Required Qualifications**

- Advanced degree required.
- Five years experience representing diverse constituencies with external relations.
- Excellent organizational, communication, interpersonal and presentation skills.
- A background check will be required of the successful applicant.

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