

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.

**Executive Director
Center for Extended and Distance Education
Position Number 380000**

General Description

The Executive Director of the Center for Extended and Distance Education (CEDE) is the administrative head of the Center which includes Distance Education (APSU and RODP online programs), Extended Education (extended campus, dual enrollment, personal and professional development, workforce training, leisure studies), the Tennessee Small Business Development Center and five TRiO programs: (High School Upward Bound (Clarksville/Montgomery County), Tri-County Upward Bound (Cheatham, Houston and Stewart Counties), Educational Opportunity Center, Student Support Services and Veterans Upward Bound. The incumbent provides leadership for all aspects of the CEDE, supervises administrative and support staff, manages the CEDE budget and represents the online advisory program. This position reports to the Provost and Vice President for Academic Affairs and is a member of the University Dean's Council.

Duties and Responsibilities

- Efficiently manage the functions and details essential to the operation of the Center for Extended Education.
- Provide leadership and direction to an expanding program, including short-term and long-range plans for the Center to successfully complete University goals and objectives.
- Supervise and evaluate administrative and support personnel and complete all associated personnel actions in a timely and accurate manner including maintaining job descriptions and duties.
- Manage the CEDE budget(s) and allocate resources among production, programming, equipment, maintenance and other support functions.
- Develop and recommend Center policies.
- Work with other institutions to establish distance education and teleconferencing connectivity.
- Integrate new technology into the distance education program.
- Represent the University on the TBR Distance Education Committee.
- Work closely with the Office of Information Technology to ensure integration of distance education technologies into the campus networking plans.
- Work with faculty, departments, and colleges/schools on new distance education initiatives.
- Coordinate and supervise multiple simultaneous projects involving multi-disciplinary professional teams.
- Facilitate activities in a supportive manner to identify and capitalize on University core values.
- Assess the overall effectiveness of the distance education program.
- Serve on the Deans Council.
- Serve on University committees.
- Assist with development of web-based courses and support software.
- Develop and implement information-sharing methods among the Center staff and faculty using distance education technology.
- Work with the Office of Institutional Research to address online course evaluations.
- Work with the Office of Public Relations and Marketing in the development and dissemination of various marketing efforts.
- Work with University departments, schools and colleges to schedule interactive videoconferences and training as requested.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently manage the functions and details essential to the operation of the Center for Extended and Distance Education.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality.
- Ability to prepare and maintain accurate records and reports, budgets, contracts, etc.
- Ability to develop and interpret plans, policies and procedures.
- Ability to participate in community activities and professional organizations/meetings.
- Ability to supervise and evaluate personnel and complete all associated personnel actions in a timely and accurate manner including job descriptions and duties.
- Ability to maintain knowledge of interactive technologies including iTunesU, web-based video production, interactive television (ITV), online course platforms and the Internet.
- Ability to maintain a sound understanding of marketing concepts and the skills needed to market the University's services to external constituents.
- Ability to maintain knowledge of the organizational characteristics unique to public institutions of higher learning.
- Ability to interact and contribute effectively within the specialized decision-making processes inherent in a publicly assisted university.
- Ability to work effectively in extended education, distance education and continuing education programs.
- Ability to maintain knowledge of university curriculum.
- Ability to maintain knowledge of current methods for technology-based distance education programs.
- Ability to maintain knowledge of research techniques used in distance education programs.
- Ability to establish and maintain effective communication and working relationships with a variety of employees, schools and departments.
- Ability to present the role, scope and future vision of distance education to internal and external constituencies.

Minimum Required Qualifications

- Masters degree.
- Four years of experience leading a continuing and distance education program in higher education.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctoral degree.
- Experience with multiple distance learning technologies.

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