

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.

**Tutor & Technology Coordinator
TRIO Student Support Services
Full-Time Grant-Funded Position
Position Number 310350**

(Renewal contingent upon continuation of grant funding)

General Description

The Tutor & Technology Coordinator is under general supervision of the Director of TRIO Student Support Services (SSS) and is responsible for coordinating the tutorial and technology component of the program. The incumbent ensures that educationally and/or economically disadvantaged students are effectively accessing University resources and Program services to improve their academic and personal progress.

Primary Duties and Responsibilities

- Develop and revise policies and procedures for providing tutoring services.
- Prepare for future tutoring certification.
- Coordinate the scheduling of tutorial requests made by participants including appropriate assessment of tutoring needs.
- Collect academic progress information from participants and their tutors for documentation purposes.
- Recruit, select, train, evaluate and supervise tutors and computer lab assistants.
- Maintain TRIO/SSS tutoring/computer lab.
- Locate and monitor additional tutor space when appropriate.
- Maintain master list of approved tutors and master tutoring schedule of all tutoring sessions.
- Provide participants with information about their rights and responsibilities to receive free tutoring services.
- Submit monthly progress reports to the Director including a cumulative summary of contact hours and expenditures.
- Maintain laptop and graphing calculator loan program.
- Provide appropriate documentation of participant progress during tutoring sessions when requested by participant who may need to appeal a University suspension and/or satisfactory progress violation.
- Develop and coordinate summer Technology Bridge Program.
- 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 work independently, meet deadlines, and manage multiple assignments.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to accurately prepare records and reports.
- Ability to effectively supervise personnel, provide guidance as needed and complete all associated tutor and computer lab assistant personnel actions in a timely and accurate manner.
- Ability to effectively plan and implement tutoring and technology activities.

Essential Functions continued

- Ability to demonstrate commitment to improving the academic skills of participants.
- Ability to monitor student progress and make recommendations.
- Ability to work occasional evening and weekend hours.

Required Minimum Qualifications

- Bachelor's degree.
- A minimum of one (1) year of experience in a university setting.
- Strong technology and computer skills with a working knowledge of MS Office and student database management.
- Previous experience working with underprepared and/or disadvantaged college students.
- Previous teaching and tutoring experience.
- Previous supervisory experience.
- A background check will be required of the successful applicant.

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