

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

Wilbur N. Daniel African American Culture Center Regular Full-Time, 9-Month Position (Academic Year) Position Number 495050

General Description

The Director of the Wilbur N. Daniel African American Culture Center reports to the Dean of Students in the Division of Student Affairs. In addition to supervising the operations of the Wilbur N. Daniel African American Cultural Center, the Director is responsible for enhancing the Center's student-centered and student-oriented programs, events and special services designed to aid in the retention of African American students, and to educate and motivate all students to be highly aware and appreciative of the diverse cultures that define the contemporary world.

The Director is responsible for promoting learning in students by encouraging outcomes such as intellectual growth, ability to communicate effectively, realistic self-appraisal, enhanced self-esteem, clarification of values, leadership development, meaningful interpersonal relations, ability to work independently and collaboratively, social responsibility, appreciation of aesthetic and cultural diversity, and achievement of personal goals.

Primary Duties and Responsibilities

- Work with students, faculty and administration in developing and advancing the goals of the Center in a multicultural environment.
- Provide leadership for the operation of the Center and the supervision of staff.
- Provide leadership in developing and implementing strategies designed to successfully retain African American students to graduation. Provide leadership in developing and implementing strategies designed to enhance African American students' satisfaction with their academic and social experience while attending APSU.
- Work cooperatively with faculty, students, staff, administration and the African American Cultural Center Advisory Committee on program planning, program implementation and program evaluation.
- Provide leadership in fostering a positive campus atmosphere for the exchange of knowledge about Africa and the heritage of people of African descent through lectures, art, conferences and group discussions. Promote understanding and cooperation among and between various student racial groups.
- Conduct outcomes assessment of the Center programs and services.
- Develop, prepare, and administer departmental budgets. Plan, manage, budget, and evaluate fiscal resources regularly.
- Represent the Center effectively within the university's internal and external communities.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively manage all aspects of the Wilbur N. Daniel African American Culture Center.
- Ability to work with students, faculty and administration in developing and advancing the goals of a Cultural Center in a multicultural environment.
- Ability to provide evidence of leadership, innovative program design and delivery of the Center's programs and services.

Essential Functions continued

- Ability to plan, implement and evaluate retention programs for African American students.
- Ability to assess the needs of African American students, set priorities among those needs, and respond to those needs to the extent that the number of students, facilities, and resources permit.
- Ability to orient African American students to the culture of the institution.
- Ability to assist African American students to determine and assess their educational goals and academic skills.
- Ability to provide support services to help African American students achieve their educational goals and attain or refine their academic skills to perform successfully in the classroom.
- Ability to promote and deepen the African American student's understanding of his/her own culture and heritage.
- Ability to promote and deepen the majority and other minority students' understanding of the African American experience.
- Ability to provide training in leadership skills and other personal and social skills for African American students and those seeking to assist them.
- Ability to address and promote cultural diversity.
- Ability to effectively train and supervise personnel and complete all associated personnel actions in a timely and accurate manner for the department.
- Ability to effectively manage departmental budget and develop policy.
- Ability to accurately prepare and maintain records and reports.
- Ability to accurately analysis data and prepare reports.
- Ability to collaborate with other university departments and offices serving on committees as appropriate.
- Ability to communicate effectively, both orally and in writing.

Required Minimum Qualifications

- Master's degree in a field that compliments the purpose of the Center and the responsibilities of the position.
- Two years of relevant administrative experience in a university or similar environment.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Three years of relevant administrative experience in a university or similar environment.

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