

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 1:005	Supersedes Policy Number: 1:005
Date: August 6, 1992	Dated: October 10, 1990
Subject: Organization of Student Affairs	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved:  President	

The Division of Student Affairs is organized under the Vice President for Student Affairs/Dean of Students who is responsible to the President. The following departments are responsible to the Vice President for Student Affairs/Dean of Students:

- Alcohol and Drug Program
- Assistant to the Vice President
- Associate Dean of Students
- Child Learning Center
- Counseling and Career Services
- Housing/Residence Life
- Minority Affairs
- Student Activities/University Center
- Student Financial Aid
- Student Health Services

The accompanying chart depicts the organizational and functional structure of the Division of Student Affairs.

AUSTIN PEAY STATE UNIVERSITY DIVISION OF STUDENT AFFAIRS

August, 1991

VICE PRESIDENT/DEAN OF STUDENTS

Policy Development and Interpretation
Budget Development and Control
Staff Management, Training and Development
Division Accountability and Management
Enrollment Management

Student Government Association
Student Yearbook
Student Newspaper
Chancellor's Office

Assistant to the Vice President

Orientation
Parents Council
Honors & Awards
Student Assessment
Student Development
Budget Maintenance/Responsibility
Graduate Assistant(s)
Governors Ambassadors

Associate Dean of Students

Student Life Programs
Student Discipline
Student Judicial System
Greek Affairs Council
Fraternal/Sororities
Student Development

Director of Student Activities

Student Activities
Homecoming Coordination
University Program Council
Programs & Activities
Concerts & Special Events
Advisor
Leadership Development
ID Cards
Handbook/Peay Street Journal
Student Discipline

Assistant to the Director of Student Activities

Campus Facilities Scheduling
Approval and Policy Interpretation
Technical Assistance
University Center Building Coordinator
Student Organizations

Director of Intramural Recreation

Intramurals
Programming Supervision
Student Help
Equipment Maintenance and Safety
Recreation
Memorial Health Coordinator
"FOCUS" Program Coordinator
Student Discipline

Director of Housing/Residence Life

Residential Facilities Planning & Services Management
Budget and Finance
Professional Staff Supervision
Formal Residence Hall/Apartment Discipline
Room/Apt. Assignments
General Facilities Upkeep

Coordinator of Residence Life

Program Planning
Programming/Services
Informal Residence Hall Discipline
Paraprofessional Staff Supervision
Counseling & Advising

Director of Child Learning Center

Early Childhood Curriculum
State Certification
Budget and Finance
Staff Supervision
Advisory Committee

Director of Counseling & Career Services

Vocational, Educational, Personal & Career Counseling
Career Development/Planning Programs
Placement Activities
Off-campus Employment
Job Interviewing
Staff Supervision/Training
Testing
Diagnostic
Pre-Admission/Admission
Adult Services/Support Programs
Resume and Credential Development
Graduate Assistant(s)
Practicum Student(s)
Advise/Counsel Adult Students

Coordinator Counseling Services
Testing Coordinator
Adult Services Counselor

Director of Health Services

Student Health Services Supervision
Family Planning
Health Awareness
Athletic Medicine
Wellness Program
Student Health Insurance

Director of Student Financial Aid

Need-based
Financial Aid
Federal/State Aid
Scholarship Awards
CWSP
General Campus
Student Employment
Veterans Affairs

Associate Director
Assistant Director
Accountant
VA Counselor

Director of Alcohol and Drug Program

Grant Funded Program
Drug/Alcohol
Intervention
Education
Prevention

Director of Minority Affairs

Academic and Personal Counseling
Minority Cultural Programming
Coordination of Minority Scholarship Recipient Programs
Minority Student Advocate
Advising Minority Student Groups
Voices of Triumph
Minority Advisor to Assist Peers (MAAPS)
Coordinate "FOCUS" Program