

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.

**Area Coordinator (Housing Specialist)
Emerald Hill Family and Non-Traditional Student Housing
and Two Rivers Apartment Complex
Housing, Residence Life and Dining Services
Regular Full-Time Position
Position Number 709000**

General Description

This is a full-time, 12 month, live in professional staff member of the Housing/Residence Life Office. The Housing Specialist reports directly to the Associate Director of Housing/Residence Life and is responsible for the direct supervision of campus housing resident assistants, the day to day operation of the Complex Housing office and overall supervision of apartments for families/nontraditional students at Emerald Hill and single student apartments in the Two Rivers Complex.

Primary Duties and Responsibilities

- Daily supervision of area hall directors.
- Process new assignments, leases, housing deposits and move-outs and maintain all necessary records for Complex Housing and Marion Street Apartments.
- Supervise) resident assistants, all student workers in the office and provide overall supervision of Complex Housing office.
- Prepare paperwork needed in hiring, training, payroll and evaluating of resident assistants and student workers.
- Coordinate all programming efforts in Complex Housing.
- Process all work orders for maintenance and follow up when needed. Advise the Complex Housing Association and all programming needs associated with this function.
- Develop and oversee programming budget within Complex Housing.
- Develop and revise all publications for Complex Housing (notes for living, etc.)
- Participate in on-call duty responsibilities with Housing staff/area coordinator.
- 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 detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively manage apartment complex.
- Ability to prepare and monitor budget.
- Ability to work as a team player.
- Ability to drive a university vehicle.
- Ability to follow university and housing policies and procedures.
- Must be an advocate for students and staff, and be customer service oriented.

Required Minimum Qualifications

- Bachelor's degree.
- Valid driver's license.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Higher education housing experience.
- Two years student services experience.

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