

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.

Assistant Athletic Director/Senior Women's Administrator Athletics

**Regular Full-Time Position
Position Number 256010**

General Description

The Assistant Athletic Director/Senior Women's Administrator reports directly to the Director of Athletics and supervises the following programs: Softball, Soccer, Volleyball, Women's Golf, Men's and Women's Cross-Country, Women's track, Men's and Women's Tennis and pom/cheer programs.

Primary Duties and Responsibilities

- Serve as Senior Women's Administrator.
- Serve on Athletic Director's decision-making staff.
- Serve on search committees for coaches, staff and athletic administrators as assigned by the Athletic Director.
- Represent the University at the conference level as the Senior women's Administrator.
- Attend and support assigned Athletic Department sponsored events to include athletic contests, fundraisers, University events and faculty-staff functions.
- Participate in community service and civic projects as a representative of the University/Athletic Department.
- Serve as point person for programs/projects as assigned by the Athletic Director.
- Organize the annual All-Sports Banquet; implement the selection process for awards given at the Banquet.
- Assist in game management.
- Conduct an orientation program that provides information on Athletic Department policies and procedures for new departmental employees.
- Carry out all practices necessary to accomplish the objectives of the department within the guidelines of the University, OVC and NCAA.
- Transport student-athletes to team activities and/or athletic events.
- Supervise SAAC organization and advisors.
- Perform other job related duties as assigned.

Essential Functions

- Ability to effectively organize and attend athletic events and programs.
- Ability to effectively supervise softball, soccer, volleyball, women's golf and SAAC organization.
- Ability to comply with all policies and regulations of
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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.

Essential Functions continued

- 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 accurately prepare and maintain records and reports.
- Ability to effectively manage budget.
- Ability to interpret policies, procedures, regulations and guidelines.
- Ability to establish and maintain an effective working relationship with the athletics staff, university community and public.
- Ability to drive student athletes or other students to team activities and/or athletic events.

Required Minimum Qualifications

- Bachelor's degree.
- 3-5 years of athletic training, teaching and general athletic administration experience required. Master's degree preferred. Must be certified by the National Athletic Trainers' Association and by the Tennessee Board of Medical Examiners.