

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 Director of Housing Operations
Office of Housing/Residence Life and Dining Services
Regular Full-Time Position**

Position Number 710000

General Description

The Assistant Director of Housing Operations is a full-time, 12 month professional staff member of the Office of Housing/Residence Life and Dining Services and reports directly to the Director of Housing/Residence Life and Dining Services.

Primary Duties and Responsibilities

- Administer, maintain and improve administrative systems for student housing applications, contracts and assignments.
- Supervise Secretary 2, Technical clerk and student employees in main Housing office.
- Perform discipline hearings for students involved in first-time code violations.
- Co-chair Housing contracts Appeals Board for all student appeals for housing charges and contracts.
- Develop and implement the Housing/Residence Life and Dining Services marketing plan.
- Manage contract for emergency housing at off-campus location.
- Develop and implement all Great Change Days for student room changes in Housing.
- Oversee development of departmental webpage and all services offered through this technology.
- Develop and manage the annual operational schedule involving all aspects of housing, residence life and dining services.
- Manage data entry of all meal plans for on-campus students.
- 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 prepare and monitor budgets.
- Ability to work as a team player.
- Ability to drive a university vehicle.
- Ability to 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 for the successful applicant.

Additional Preferred Qualifications

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

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