

*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 Services  
Office of Housing/Residence Life and Dining Services  
Regular Full-Time Position  
Position Number 708000**

**General Description**

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

**Primary Duties and Responsibilities**

- Oversee, monitor and implement the contract for dining services on campus.
- Create and implement AP Dining Services Marketing Plan in partnership with onsite contractor.
- Collect and analyze assessment data on student retention and recruitment issues as it relates to student housing.
- Develop and implement the annual Quality of Life Survey for all housing students.
- Maintain on-going working relationship with personnel from appropriate finance areas for proper accountability of contracts, commission reports and financial statements.
- Chair the campus-wide Dining Services Advisory Committee.
- Chair Residential Campus Meal Plan Waiver Committee.
- Serve as member of the central office staff of Housing/Residence Life and Dining Services in development and implementation of goals and planning strategies.
- Reconcile meal plan liability account for payments to contractor and student meal plan transactions.
- Prepare and reconcile the Housing and Dining budgets during the annual budget cycles.
- Prepare ad-hoc reports from both the student and financial information systems for all housing-related accounts.
- Create refund transactions for residential meal plans.
- 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 budget.
- 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.
- Previous experience in budget management.
- Valid driver's license.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree.
- Higher education experience.
- Two years of student services experience.
- Previous experience in contract management.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**