

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.

**Athletic Director
Athletics
Regular Full-Time Position
Position Number 319000**

General Description

The Athletic Director reports directly to the President, serves as chief administrative officer and is responsible for management, leadership and fiscal skills of the Athletic Department.

Primary Duties and Responsibilities

- Responsible for developing departmental goals and objectives.
- Serve as a member of the President's Cabinet.
- Make recommendations of employment of coaching and non-coaching staff to the President .
- Supervise public relations and promotions programs.
- Supervise key athletic personnel.
- Negotiate radio and television contracts for all APSU athletic events.
- Negotiate game contracts and guarantees on athletic contests.
- Request and review annual budgets with coaches in each sport.
- Plan means of teaching spectator sportsmanship, proper behavior and rules of various sports; develop student-athlete code of conduct.
- Prepare proposed and final budgets.
- Notify coaches of monthly expenditures and approve all general office, travel, etc. expenditures,
- Review and approve the selection of equipment to be used in various sports; advise departmental personnel with respect to installation of equipment.
- Serve on professional committees at the national, state and local levels.
- Direct athletic fund-raising campaigns.
- Participate in professional meetings and conferences such as NACDA and NCAA.
- Make recommendations to Auxiliary Enterprises for concessions at athletic events.
- Supervise payment for all game staff, including game officials.
- Prepare guidelines for all sports and disciplinary policies governing the athletic program.
- Represent the University at regional and national sports meetings.
- Prepare acknowledgments to all contributors and donors.
- Work with conference commissioner for assigning game officials and preparing contracts for sporting events.
- Drive student athletes or other students to team activities and/or athletic events.
- Lead facility renovation and construction for the Athletic Department.
- Serve as a member of Hall of Fame Committee.
- Serve as ex-officio member of Governor's Club Board.
- Serve as Dunn Center Building Coordinator.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to successfully interact with the public to promote the goals and objectives of the University and the athletic program.
- Ability to direct fundraising campaigns which enhance the private fundraising efforts associated with the athletic program.
- Ability to drive student athletes or other students to team activities and/or athletic events.

Essential Functions continued

- 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 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 maintain accurate records and reports, budgets, contracts, etc.
- Ability to recommend local policy and comply with all policies and regulations of the University, Tennessee Board of Regents, the Ohio Valley Conference and NCAA.
- Ability to efficiently manage funds allocated and collected by the Athletics Department.
- Ability to participate in community activities and professional organizations/meetings.

Required Minimum Qualifications

- Masters degree.
- Five years of successful experience in intercollegiate athletic administration.
- Strong management skills.
- Knowledge of NCAA rules and regulations.
- A background check will be required of the successful applicant.

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