

*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.*

**Building Activities Supervisor  
University Facilities  
Regular Full-Time Position  
Position Number 418200**

**General Description**

The Building Activities Supervisor works under the general direction of the Director of University Facilities and has primary responsibility for event scheduling in the Morgan University Center and associated campus facilities.

**Primary Duties and Responsibilities**

- Process reservation requests from various campus constituencies.
- Prepare facility contracts and coordinate services and/or requests with other University departments.
- Administer policies and procedures for all Gov card operations and interpret and direct these policies in daily operations.
- Recruit, select, train, schedule and evaluate technical assistants, set-up crew and building supervisors.
- Conduct and/or participate in regular meetings with facility support personnel (custodial staff, operation staff, catering and others) as needed to ensure proper coordination of service delivery.
- Supervise the coordination and scheduling of support services (i.e. custodial, security, parking as needed).
- Monitor all facility set-ups to ensure that client requests/needs are met.
- Conduct an on-going evaluation of services and usage.
- Recommend ways to enhance delivery of services, reduce expenses and increase revenue.
- Serve as the assistant building coordinator.
- Monitor facilities budget to maintain fiscal accountability.
- Coordinate the development and publicizing of the University Events calendar in concert with Public Relations.
- 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 examine and analyze data and to accurately prepare reports.
- Ability to manage appropriate record keeping, budgetary and administrative details.
- Ability to use sound judgment in interactions with people and in decision-making.
- Ability to work an adjusted schedule.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- One year of experience in a college union, hospitality operations management or related profession.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience using facilities scheduling software.

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