

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.

Coordinator of Intramural Sports and Special Events
University Recreation
Regular Full-Time Position
Position Number 963000

The Coordinator for Intramural Sports and Special Events is under the general supervision of the Director of University Recreation with responsibility for all aspects of Intramural and Special Event programming.

Duties and Responsibilities

- Supervise the recruitment, training, supervision and evaluation of intramural and special event staff.
- Supervise the development, implementation and evaluation of intramural and special events programming.
- Risk management associated with intramural sports and special event programming.
- Budgetary responsibility for intramural sports and special events, in concert with the director.
- As a member of the leadership team, assist in planning, development, implementation and analysis of short- and long-term goals for the department.
- Supervise the development of student leaders for intramural programs and special events, including gym/field supervision and training.
- Supervise the marketing and promotion of intramural and special events programs.
- Manage all aspects of operation during evening hours and special events.
- Maintain a functioning knowledge of facility operations and procedures for all areas of University Recreation.
- Assure student staff compliance with University Recreation student employee and graduate assistant handbooks.
- Remain competent and current through professional development to include self-directed reading and networking with colleagues.
- Participate in division-wide activities and support programs.
- Work collaboratively and effectively with University and community constituents.
- 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.
- Willingness to learn and acquire knowledge with the intent of applying said knowledge to university recreation, intramural sports and special events.
- Willingness to learn and acquire knowledge of risk management and liability issues affecting intramural sports and special event programming.
- Ability to use and understand student development theories and practices, and current trends in the areas of student recreation.
- Ability to develop, implement and evaluate intramural and special events programming.

Essential Functions continued

- Ability to establish and maintain accurate records and reports.
- Ability to effectively develop and monitor budget for assigned responsibilities.
- Ability to assist in planning and executing sound fiscal management.
- Strong interpersonal, organizational and decision-making skills.
- A commitment to using technology to support the goals of the department.

Required Minimum Qualifications

- Bachelor's degree.
- Two years of full-time experience working in a recreation, sport or fitness setting.
- Ability to work a flexible schedule to include early morning, evening and weekend hours.
- Valid driver's license.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Master's degree in an appropriate area of specializations (e.g., sports management, parks and recreation, recreation administration, etc.).
- Experience in higher education.

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