

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.

**Director
Housing, Residence Life & Dining Services
Regular Full-Time Position
Position Number 917070**

General Description

The Director of Housing, Residence Life & Dining Services reports to the Associate Vice President of Student Affairs and is responsible for the overall administration and management of the Housing, Residence Life and Dining Services programs. This position provides leadership in the administration of facilities, services and programs which contribute to a healthy, clean, safe and educationally supportive living environment that complements the academic mission of the institution.

Primary Duties and Responsibilities

- Provide leadership and strategic oversight for housing management, residence life programs and contracted dining services to improve the effectiveness and efficiency of the department.
- Oversee the planning, organization, direction and coordination of administrative and operational activities of housing, residence life and dining services.
- Oversee the Housing Master Plan.
- In concert with the Associate Director, direct residence hall programs and services to create a culture of community, including but not limited to the development and implementation of living-learning communities.
- Supervise all aspects of departmental staff including professionals, clerical support, graduate and undergraduate staff.
- Recruit, select, train and supervise the Associate Director, Assistant Director of Operations, Assistant Director of Dining, Housing Specialists (area coordinators), Secretary 2, Technical Clerks and student staff (resident directors/resident assistants).
- Develop and implement Housing Marketing Plan.
- Serve as appeal source for all informal discipline housing contract terminations, meal plan cancellations and billing disputes.
- Manage department in a fiscally sound manner, to include oversight of budget, room/facility rate development and development and expansion of revenue sources.
- Administer the housing judicial program in concert with the University's chief judicial officer, the Dean of Students. Serve as a student affairs hearing officer.
- Supervise conference use of residence halls in partnership with other affiliated and non-affiliated entities.
- Manage and respond to crisis situations.
- Direct the department's comprehensive assessment plan to assure a learning-centered residence life program that complements students' curricular, co-curricular and extracurricular growth.
- Serve on university committees and work cooperatively with other university departments as needed to support mission-driven initiatives.
- Work cooperatively with all departments within the Division of Student Affairs and participate in division-sponsored activities.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to lead and manage a comprehensive housing, residence life and dining program.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to develop, initiate and evaluate a comprehensive residence life program to include living and learning communities.
- Ability to oversee housing operations.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Must possess excellent verbal, written, and organizational skills.
- Must possess excellent leadership skills related to supervision and departmental management.
- Must possess excellent interpersonal skills necessary for interaction with various constituencies including students, staff, faculty, parents and community.
- Working knowledge of diversity programs.
- Working knowledge of team-based models and staff-focused leadership.
- Working knowledge of occupancy management, computer systems and facilities management.
- Knowledge of all aspects of facilities management, working in concert with the Physical Plant in developing and implementing a plan for the general upkeep, maintenance, cleaning and renovation of residence halls and apartments.
- Working knowledge of strategic planning.
- Working knowledge of student development, student success and student-centered learning strategies.
- Working knowledge of assessment.
- Ability to accurately prepare and maintain budgets, records and reports.
- Ability to develop and interpret policies.
- Ability to efficiently plan and administer all aspects of the housing, residence life and dining services program.

Required Minimum Qualifications

- Masters degree in college student personnel, guidance and counseling, higher education administration or a related field.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Three years full-time, postgraduate experience in higher education residence life and housing.
- Demonstrated commitment to student development in residential settings.

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