

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 of University Recreation Regular Full-Time Position Position Number 427000

General Description

The Director is responsible for the overall planning and development of an organized and thorough program of university recreation and wellness activities and events for the University community. The Director reports to the Associate VP for Student Affairs.

Primary Duties and Responsibilities

- Plan, implement and supervise university recreation activities, services, and instructional programs for students, faculty and staff and guests.
- Plan, implement and supervise open recreation, individual and group instruction and organized competitive and non-competitive intramural sports for APSU students, faculty, staff and guests.
- Supervise professional, clerical, paraprofessional and student worker staff.
- Manage the budgets and purchasing of equipment and supplies for all accounts related to intramural, recreation and wellness promotion programs and services.
- Develop student leadership and training programs for all University Recreation staff.
- Plan and conduct appropriate marketing campaigns for departmental promotion programs, directed to APSU and the larger Clarksville communities.
- Responsible for the preparation of and implementation of manuals of operation, emergency and accident procedures.
- Conduct regular assessment of the quality of departmental promotion programs and activities and make adjustments as needed.
- Develop methods for collecting input from users to enhance and expand programs and services.
- Coordinate the use and scheduling of all facilities associated with University Recreation, both for departmental use and for activities and events of groups or agencies outside the University who use the facilities.
- Coordinate and supervise the plans for renovations and regular maintenance of the facilities.
- Plan and implement special events and programs in department for the campus community.
- Explore and develop strategies for seeking alternative funding sources to enhance the department's services and programs.
- Develop policies, procedures and an atmosphere that promote good sportsmanship and team play.
- Serve as a member of University and division committees as necessary.
- 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.

Essential Functions continued

- 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 effectively plan, implement and supervise overall University Recreation program.
- Willingness to learn and apply student development theory.
- Willingness to learn and apply current trends and practices in higher education.
- Knowledge of standards for professional practice and ethical standards.
- Knowledge of resource management.
- Knowledge of technology and its impact on practice.
- Knowledge of the impact of diversity in the field of university recreation.
- Ability to develop student leadership and training programs.
- Ability to prepare and manage the departmental budgets, and inventory of equipment and supplies.
- Ability to accurately prepare records and reports.
- Ability to work evening and weekend hours.

Required Minimum Qualifications

- Master's degree in Health, Physical Education and Recreation, Recreational Administration or a related field with supervisory experience and demonstration of increased level of management experience in the field.
- An alternative acceptable qualification will include a Bachelor's degree in related field with a minimum of three years full-time experience managing a recreation/fitness-type facility.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience working in higher education.

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