

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.

**Facilities and Equipment Coordinator  
Athletics  
Regular Full-Time Position  
Position Number 473300**

**General Description**

The Coordinator reports directly to the Assistant Director of Athletics and is responsible for overseeing the maintenance and security for the Dunn Center and Clarksville Municipal Stadium, as well as purchasing and inventory of equipment for the Department of Athletics.

**Primary Duties and Responsibilities**

- Supervise subordinate personnel.
- Coordinate the scheduling of the facilities.
- Work with Activities Director supervising set-ups for outside groups in the facilities.
- Oversee the posting of information on outside marquee.
- Prepare facility for athletic and other events.
- Supervise facility during athletic events.
- Responsible for event management tasks.
- Coordinate the reporting of areas of the facilities that need repair with the Director of Physical Plant.
- Prepare reports pertaining to loss, damage or danger.
- Coordinate the purchase and inventory of equipment and soft goods with the cooperation of the individual coaches for the sports.
- Oversee and perform duties in the Laundry Room pertaining to all uniforms and practice gear.
- 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 effectively oversee the maintenance and security for the Dunn Center and Governors Stadium.
- Ability to react quickly and calmly in emergency situations and follow a predetermined course of action.
- Ability to establish needs for equipment and purchase such equipment.
- Ability to interpret and follow rules and regulations regarding state facilities.
- Ability to lift up to 75 pounds.

**Required Minimum Qualifications**

- Bachelor's degree.
- Successful experience in facility management.
- Ability to work nights and weekends as needed.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Familiarity with university policies and procedures.

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