

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.

## Head Tennis Coach/Tennis Center Coordinator Athletics

**Regular Full-Time Position**  
**Position Number 325000**

### General Description

The Head Tennis Coach/Tennis Center Coordinator reports directly to the Assistant Director of Athletics and is responsible for coaching the Tennis team and managing the Tennis Center.

### Primary Duties and Responsibilities

- Carry out all aspects of the Tennis program necessary to accomplish objectives of the sport within the guidelines of the Athletic Department, University, OVC and NCAA rules.
- Responsible for managing the Tennis Center, which includes memberships, court scheduling, recruiting of members, financial accounting and hours of operation as set by the Athletic Director.
- Responsible for recruitment, hiring, and supervision of an Assistant Tennis Coach, Tennis Center Manager and student employees necessary to assist in the Tennis Center operation.
- Responsible for recruiting highly skilled student-athletes for the Tennis team.
- Responsible for adhering to the policies and regulations of the University, Department of Athletics, OVC and NCAA; responsible for the orientation of student-athletes and boosters to these guidelines.
- Oversee the conduct and discipline of student-athletes.
- Work with admissions and academic coordinator in the enrollment of student athletes.
- Assist in fundraising in both Tennis and with major fund raisers in the Athletic Department, in consultation with the Office of Advancement and the Athletic Director.
- Counsel the student-athlete in sport participation, personal development and athletics.
- Responsible for completing Office of Admission assignments on an annual basis.
- In consultation with the Athletic Director or designee:
  - Select, supervise and evaluate assistant coaches.
  - Manage sport budget.
  - Market and promote sport program.
  - Participate in athletic department major fundraising efforts.
  - Develop a sport schedule.
- Perform other job-related duties as assigned.

### Essential Functions

- Ability to evaluate and recruit highly skilled student-athletes.
- Ability to effectively analyze and teach the fundamental skills and strategies of the sport.
- Ability to comply with all policies and regulations of the University, TBR, OVC and NCAA.
- 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.

### **Essential Functions continued**

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to prepare and maintain accurate records and reports in a timely manner, particularly regarding athletic budget, eligibility, compliance and travel documentation.
- Ability to achieve certification to drive student-athletes to team athletic events.

### **Required Minimum Qualifications**

- Bachelor's degree.
- Demonstrated successful experience in playing and/or coaching at the collegiate, university, or professional level.
- A proven record of integrity, high principles and demonstrated skill in developing and motivating student-athletes academically and athletically.
- Valid driver license.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree.

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