

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.

**Manager of University Facilities
Morgan University Center
Regular Full-time Position
Position Number 856210**

General Description

The Manager is a member of the leadership team for the Morgan University Center and reports directly to the Director. The Manager is responsible for the day-to-day operations for the Morgan University Center, Clement Auditorium, Memorial Health and related University facilities.

Primary Duties and Responsibilities

- Perform administrative and supervisory responsibilities in support of the goals of the department.
- Responsible for supervising building supervisors and technical assistants.
- Responsible for monitoring all operations in support of events, including but not limited to event reservations, facility setups and breakdown.
- Responsible for security of reserved University facilities on nights and weekends.
- Responsible for the coordination of on-site support services including but not limited to custodial, security and catering services.
- Assist in the recruitment, hiring, training, scheduling and overall supervision and evaluation of building supervisors, technical assistants and other affiliated personnel.
- Track building usage and monitor staffing patterns.
- Monitor the condition of facilities and report any damaged or broken items.
- Ensure a safe environment for the facility users as well as employees.
- 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 manage the evening/weekend operation of University Facilities.
- Ability to effectively model, teach, maintain and evaluate the customer service provided to the public.
- Ability to follow APSU facility guidelines, policies, procedures and emergency preparedness.
- Ability to use sound judgment in interactions with individuals and in decision-making.
- Ability to handle multiple events simultaneously.
- Ability to work evenings/weekends.

Required Minimum Qualifications

- Bachelor's degree.
- Experience in operating sound and lighting systems.
- Ability to work an adjusted work schedule to include nights/weekends.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in facilities management, technical services, student union/activities or related field.

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