

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.

**Operations Manager
Athletics
Regular Full-Time Position
Position Number 433020**

General Description

The Operations Manager reports to the Director of Athletics and is responsible for assisting in the overall administration of the Athletic Department with specific responsibilities in managing the athletic budget, performing accounting functions and coordinating, overseeing the ticket operation and managing Governors Club operations.

Primary Duties and Responsibilities

- Assist the Director of Athletics in the overall administration of the Athletic Department in accordance with the University, TBR, Athletic Department, OVC and NCAA regulations, policies and procedures.
- Provide the Director of Athletics and all budgetary unit supervisors with guidance in annual athletic budget planning and preparation, monthly budget-monitoring information and needed revisions and the continual, on-going budget expenditure control for purchase requisitions, travel advances and claims, official payments, event guarantees, personnel requests and payments.
- Maintain up-to-date lists for the Governors Club, APSU Bass Tournament, Govs Club Golf Classic, basketball fundraiser and other Athletic Department fundraisers.
- Maintain lists of prospective members for Governors Club.
- Prepare mailings for Governors Club, etc.
- Keep minutes for all Governors Club meetings and develop meeting agendas.
- Assist in arranging all receptions, meetings, etc. for Governors Club and other groups.
- Reconcile budget statement; maintain records of financial transactions/expenditures for Governors Club.
- Develop, implement and oversee the athletic event ticket operation. Design, order, process, sell and account for all season, single, special and complimentary event tickets.
- Prepare and maintain single event and season ticket "audits" reports.
- Supervise the business and ticket support personnel. Oversee and evaluate delegated duties and responsibilities.
- Hire and supervise game day personnel for athletic events (sellers, ushers, will-call).
- Supervise front office staff.
- Contribute to the overall marketing, promotions and development endeavors of the department.
- 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.

Essential Functions continued

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to demonstrate effective athletic personnel and program administration, leadership and supervisory skills and strategies.
- Ability to interpret and implement all governing regulations, policies, procedures and guidelines related to assigned duties and responsibilities.
- Ability to manage all facets of the Athletic Department business and ticket operations with accurate and timely records and reports.
- Ability to travel overnight.
- Ability to work nights and weekends.

Required Minimum Qualifications

- Bachelor's degree.
- One year of proven experience in accounting and budgeting.
- Strong computer skills.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous ticketing experience.

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