

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.

Watchkeeper (Athletic Facilities Assistant)
Athletics
Regular Full-Time Position
Position Number 317010

General Description

The Watchkeeper/Athletic Facilities Assistant reports directly to the Facilities and Equipment Coordinator and is responsible for security of the Dunn Center, Clarksville Municipal Stadium and property against any loss or danger during their working hours as well as supervision of the equipment and laundry rooms. Work hours are 2:30 p.m. – 10:00 p.m.; hours may vary during the year.

Primary Duties and Responsibilities

- Responsible for making periodic rounds of the building to watch for prowlers, fires or other causes which could result in loss, damage or danger to persons and property.
- Check visitors to be assured they are authorized in building.
- Check water and pipes for leaks.
- Prepare reports pertaining to loss, damage or danger.
- Report all trespassers to campus police.
- Assist in the preparation and operation of the facilities during events.
- Responsible for locking all outside doors and/or gates at 10:00 p.m. or other appropriate time.
- Responsible for posting messages on outside marquee.
- Responsible for operating and supervising the equipment room(s), issuing equipment and/or soft goods and monitoring the appropriate use of the property.
- Responsible for coordination of the use of the laundry room and overseeing the cleaning of athletic uniforms.
- Perform other job-related duties as assigned.

Essential Functions

- 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 maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to manage building requirements for a state facility in accordance with rules and regulations.
- Ability to implement basic safety and accident prevention methods.
- Ability to take appropriate steps in case of fire, theft or illegal entry.
- Ability to set-up and maintain a facility for an athletic event.
- Ability to react quickly and calmly in emergency situations and follow a predetermined course of action.
- Ability to understand and follow oral and written instructions.
- Ability to lift light and heavy weights.
- Ability to work nights and weekends.

Required Minimum Qualifications

- High school graduate or equivalent.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Prior experience operating industrial washing machines.

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