

*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.*

**Associate Director  
Housing, Residence Life and Dining Services  
Regular Full-Time Position  
Position Number 719100**

**General Description**

The Associate Director recruits, selects and develops all residence hall staff, oversees the daily operations of all residence halls and oversees the functions, activities and presentations of the student development programs for the residence hall system. The incumbent also advises and coordinates student organizations associated with the Department, assists in establishing and implementing policies, goals, and objectives of the Department and is responsible for all decision-making in the absence of the Director.

**Primary Duties and Responsibilities**

- Direct supervision of full-time Area Coordinators and indirect supervision of approximately 70 residence life staff.
- Develop and coordinate Residence Hall Director, Resident Assistant and staff hiring processes.
- Serve with the Director and all central office staff as the management team in devising, executing and evaluation of department strategies, learning outcomes, goals, organization and programs of the department.
- Administer the Housing/Residence Life judicial system, in coordination with Student Affairs and consistent with Student Code of Conduct. Coordinate the department's response to behavioral issues in the residence halls.
- Meet with student and parents concerning disciplinary situations, housing issues, activities and overall student concerns.
- Serve as a resource to all Housing/Residence Life staff and to APSU students residing on campus. Actively participate in providing daily services and programs to residents.
- Coordinate programs outside the university which directly affect the Housing/Residence Life and Dining Services program.
- Administer all housing contract appeals and all related credits and charges for student accounts.
- Coordinate and develop the operation and assessment of Living/Learning Communities in all housing units.
- Serve as adjunct faculty for APSU 1000 Class.
- Develop and implement a wellness programming model for on-campus students, emphasizing theoretical approaches to developing the whole student.
- Maintain personnel files for all student and para-professional staff.
- Update and publish staff training and operational manuals.
- Assist with development, implementation and evaluation of all departmental budgets.
- Involved in the selection process for departmental employees.
- Provide oversight for staff recognition programs.
- Facilitate staff performance appraisals and evaluation processes throughout the year.
- Oversee training and supervision for staff involved in for Summer Conference Program.
- Work cooperatively with all departments within the Division of Student Affairs and participate in division sponsored activities.

### **Primary Duties and Responsibilities continued**

- Represent department on University committees. Serve as liaison to other departments and organizations on campus and in the community.
- Develop and implement innovative staff training and development programs including fall/spring/summer and monthly in-service training for professional and para-professional staff.
- Provide 24-Hour emergency on-call response in residence halls and campus critical situations.
- Support all major Central Office functions such as Great Change Day, Move In/out, training sessions, etc.
- Represent the Director of Housing/Residence Life and Dining Services as requested.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to effectively manage residence hall/apartments.
- Ability to effectively plan and coordinate student activities and programs for housing students.
- Ability to effectively counsel and advise students.
- Ability to develop, disseminate, interpret and enforce policies and regulations.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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.

### **Required Minimum Qualifications**

- Bachelor's degree.
- Five years previous experience in a housing/ residence life program.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree in Student Personnel, Counseling or related area highly preferred.

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