

*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.*

**Director  
University Facilities  
Regular, Full-Time Position  
Position Number 416000**

Under the direction of the Vice President for Finance and Administration, the Director manages and supervises the operations and facilities of the Morgan University Center and other associated facilities, supervises the development and implementation of center events and provides services to students and student and community organizations.

**Duties and Responsibilities**

- Responsible for the management of the operations of the Morgan University Center, supervising the support and student staff.
- Supervise the operation of all facility usage and technical operations for events.
- Collect, assess and report facility use data in all areas of the University Center, Clement Auditorium and other campus facilities that are reserved through the reservation system to determine need for improvement or expansion of services, programs and staff.
- Coordinate the scheduling of facilities reservations for the Center and other campus facilities; monitor the University-wide WEB Calendar of Events.
- Supervise operations of the Center's Information Center and the Govs Card programs.
- Develop, manage and monitor the operations budget and replacement and renovation budget for the Morgan University Center.
- Aggressively market all revenue-generating programs in the Morgan University Center and Clement Auditorium in order to assist in funding operating expenses.
- Coordinate the planning, implementation and promotion of University Center events.
- Prepare and process approval for all campus facilities event contracts, as needed.
- Collect appropriate information and data concerning the programs and services in the University Center facilities and utilize this information for goal-setting and future planning.
- Create and maintain a long-range replacement cycle for furnishings and equipment in the University Center.
- Review and revise, as needed, University policies concerning the use of campus facilities.
- Implement emergency preparedness plans and procedures for the University Center.
- Serve as Building Supervisor for the Morgan University Center.
- Work cooperatively with Morgan University Center Offices to enhance services for students and other facility users.
- 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 appropriate record keeping and administrative details.
- Ability to plan and implement programs and events for students and other facility users.
- Ability to render rational, sound and ethical decisions.

### **Essential Functions continued**

- Ability to examine data and prepare appropriate reports.
- Ability to manage efficiently revenue-generating facilities.
- Knowledge of student development theories and practices and current trends in the areas of university center operations and event/program planning.

### **Required Minimum Qualifications**

- Bachelor's degree in business administration, management or related field.
- Five years of experience in university facilities management.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Master's degree in higher education administration or related field.
- Three years of experience in ID system management.

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