

*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.*

**Computer Laboratory Technician  
Office of Information Technology  
Regular Full-Time Position  
Position Number 372310**

**General Description**

The position will function under the general guidance and supervision of the Help Desk Manager. The technician will be responsible for installing and maintaining microcomputer equipment and other electronic equipment for the University.

**Primary Duties and Responsibilities**

- Repair and maintain computer equipment including microcomputers, printers and other peripherals.
- Repair other electronic equipment as identified to be cost effective.
- Check and test equipment on maintenance contract, identifying need for maintenance and communicating with contractor.
- Install and relocate computer equipment including associated peripherals and interconnecting systems.
- Assist users in learning the operation of computer equipment.
- Assist users with the relocation of computer equipment.
- Maintain warranty and repair records for computer equipment.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to install, maintain and repair computer equipment including associated peripherals.
- Ability to effectively use and apply computer systems principles, computer electronics principles, digital and telephonic communications principles.
- Ability to read diagrams, schematics and technical manuals for repair diagnostic information.
- Ability to think clearly in designing and implementing troubleshooting techniques.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to adhere to established policies and procedures.
- Ability to communicate effectively.
- Ability to maintain confidentiality.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Two years of experience in troubleshooting computer equipment including terminals, microcomputers, peripherals and communications support equipment.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Progress toward the completion of a Bachelor's degree in Computer Science, Engineering Technology or a related field.
- A+ Certification.
- Experience working with operating systems and equipment currently installed at the University including: Apple, Dell, 2000, XP and Mac OS 9 and X operating system.

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