

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.

**Coordinator
Learning Resource Center (LRC)
Library
Regular Full-Time Position
Position Number 360100**

General Description

The Coordinator of the Learning Resource Center works under the general supervision of the Access Services Coordinator and performs supervisory activities related to the daily operations of the LRC. The Coordinator position requires a highly motivated, service-oriented individual who has excellent organizational, interpersonal and communication skills.

Primary Duties and Responsibilities

- Supervise the daily operations of the LRC.
- Maintain the status of the LRC as one of the textbook depositories for the State of Tennessee (overseeing the collection, completing required reports, liaison with regional schools and the public).
- Train and supervise students assigned to the LRC.
- Provide support services to faculty and students who need to use the resources of the LRC.
- Prepare annual reports for the Director of Library Services and the College of Education.
- Prepare reports for the State Department of Education.
- Work regularly scheduled shifts at the Research Assistance desk.
- Work in the weekend rotation (approximately 2 – 3 days per semester.)
- 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 efficiently manage the overall operation of the Learning Resource Center.
- Ability to effectively evaluate, locate and select library materials.
- Ability to accurately prepare records and reports.
- Ability to develop plans for organization of books and other materials.
- Ability to lift up to 20 pounds and to retrieve and transport library materials to and from shelves.

Required Minimum Qualifications

- Bachelor's degree.
- Two years of previous experience working in a library.
- Previous work experience in the use of the Internet browsers (e.g., Mozilla Firefox, Internet Explorer) and MS Office software (Word, Excel, Powerpoint).
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Bachelor's degree in education or a related field.
- Public service experience in an academic library.

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