

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.

**Laboratory Manager
Geology and Geography
Regular Full-time Position
Position Number 912800**

General Description

The Laboratory Manager reports directly to the Director of the School of Agriculture and Geosciences and prepares and monitors laboratory activities in Geology-related labs and oversees the Geosciences computer lab.

Primary Duties and Responsibilities

- Assist in instruction of survey laboratories under the supervision of full-time faculty.
- Prepare all mineral, rock and fossil specimens for use in survey laboratories.
- Curate extensive collection of minerals, rocks, maps and photographs.
- Order laboratory materials and monitors equipment inventory and operation.
- Supervise students in operation and use of laboratory equipment, materials and specimens.
- Oversee the operations and equipment in the Geosciences computer lab.
- Supervise student worker(s) in the Geosciences computer lab.
- Assist with field trip activities as needed, to include driving students to off-campus activities associated with courses offered by the department
- The lab manager may be assigned total instructional responsibility for up to two labs per semester as part of regular duties.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to maintain an accurate inventory of equipment.
- Ability to accurately prepare specimens.
- Ability to accurately prepare and review equipment and lab supply bids.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Must have basic computer ability.
- Ability to communicate effectively.
- Ability to maintain confidentiality.

Required Minimum Qualifications

- Master's degree in Geology or Geosciences with at least 18 graduate hours in Geology.
- Valid driver's license.
- A background check will be required for the successful applicant.

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