

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**  
**Biology**  
**Regular Full-Time Position**  
**Position Number 531680**  
**General Description**

The Laboratory Manager reports directly to the Chairperson and is responsible for overseeing and assisting with laboratory setups, maintenance of equipment and other duties as assigned.

**Primary Duties and Responsibilities**

- Prepare for, set up and take down weekly laboratories.
- Train and supervise student employees and graduate students who assist in preparation and set up of laboratories.
- Inventory and maintain chemicals, specimens, models, cultures, laboratory equipment; manage materials utilization and order supplies as needed.
- Maintain cleanliness and organization of teaching laboratories, laboratory preparation rooms and related storage areas.
- Select and schedule laboratory exercises complementary to lecture text and schedules.
- Advise instructors and student assistants for idiosyncrasies relating to chemicals, equipment or design for each laboratory exercise.
- Aid in maintaining laboratory equipment, instrumentation and microscopes in appropriate working order.
- Teach one laboratory section per semester.
- Serve on departmental and University committees where appropriate.
- 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 effectively prepare laboratories for class needs and direct student workers.
- Ability to maintain an accurate inventory of equipment
- Ability to assist students in the use of laboratory instruments and equipment.
- Ability to lift and move up to 50 pounds.

**Required Minimum Qualifications**

- Master's degree from an accredited institution in Biology or a related biological sciences field
- Previous experience with laboratory equipment, microbiology lab preparation, ordering lab supplies and maintenance of lab operations.
- Computer literacy.
- Training in the use of scientific equipment.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Experience in instrument repair, molecular techniques and teaching experience (both in classroom and on-line).

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