

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.

**Library Associate
(Collections and Resources)
Library
Regular Full-Time Position
Position Number 340000**

GENERAL DESCRIPTION

The Library Associate works under the supervision of the Director of Library Services and is responsible for compiling and maintaining library records, processing all electronic resources, assisting with collection analysis operations and reviewing library database contracts and license agreements and preparing associated amendments.

PRIMARY DUTIES AND RESPONSIBILITIES

- Perform acquisitions duties for the Library's electronic resources.
 - Prepare and process all orders, invoice and purchase orders for electronic resources.
 - Conduct general correspondence with vendors.
 - Review each renewal and invoice for accuracy, corresponding with vendors to make appropriate adjustments.
 - Review and prepare contract amendments for electronic resources.
 - Receive, read and respond to contracts and amendments from vendors.
 - Monitor electronic resources accounts to ensure adequate funding is available.
 - Maintain files of all transactions and correspondence.
 - Communicate and establish working relationship with on-campus departments as well as vendors.
- Maintain departmental statistics in Excel or other formats.
- Staff the Library's Research Assistance desk approximately six hours per week.
- Monitor all electronic resources and library materials account transactions on the Banner Finance system.
- Coordinate the Library's collection analysis functions.
 - Maintain the Library's collection development web pages.
 - Coordinate serials review process.
 - Prepare reports as scheduled or as requested by the Director.
- Research, analyze and compile data used for meetings, projects and reports.
- Manage the timely and accurate completion of special projects as needed.
- Serve on Library and University Committees as required.
- Perform other job-related duties as required.

ESSENTIAL FUNCTIONS

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Knowledge of general office procedures and practices.
- 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 work with interruptions and handle multiple tasks simultaneously.

ESSENTIAL FUNCTIONS CONTINUED

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately process orders, invoices and general correspondence in a timely manner.
- Ability to use the integrated Library system's acquisitions and serials modules.
- Ability to learn basic reference skills.
- Ability to be detailed oriented, with ability to sustain attention to detail.
- Ability to prioritize multiple workflows.
- Ability to read printed materials and computer screens.
- Ability to lift 20 pounds.
- Ability to retrieve and transport library materials from shelves.

Required Minimum Qualifications

- Bachelor's degree or higher.
- Three years of previous work experience in a library.
- Computer literacy.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience with an automated library system.
- Academic library experience.
- Business background and/or experience with database contracts and license agreements.

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