

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  
(Resources Management)  
Library  
Full-Time Position  
Position Number 343000**

**General Description**

The Library Associate works under the general supervision of the Resources Management Coordinator and is responsible for maintaining the flow of materials through the department from receipt of requests to receipt and check-in of materials. The incumbent is responsible for preparing and maintaining relevant budget records and reports, serving at the research assistance desk and providing backup for other functions of the unit, including acquisitions, serials, cataloging and government publications.

**Primary Duties and Responsibilities**

- Perform acquisitions and processing duties primarily for monographs.
  - Prepare and process book order requests; verify holdings in online catalog; select vendor and place orders; assign purchase order numbers for requests; construct and/or populate purchase orders when order is completed.
  - Monitor acquisitions budget data in Banner system; prepare and maintain appropriate budget records and reports.
  - Communicate with faculty librarians and others about acquisitions orders and budget.
  - Assist with serials as necessary.
  - Conduct general and problem-solving correspondence with vendors; maintain files of all transactions and correspondence related to duties.
  - Prepare and process materials for bindery.
  - Process gifts and discarded materials; create and maintain appropriate records.
- Perform routine bibliographic tasks, catalog maintenance, etc.
- Conduct and complete special tasks as assigned.
- Provide backup assistance for other library staff as needed.
- Assist with supervision of student employees.
- Staff the library's Research Assistance Desk for approximately six hours per week.
- Serve on Library and University Committees as assigned.
- 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, both orally and in writing.
- 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 provide effective customer-oriented service.
- Ability to create and maintain accurate records and files.
- 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 prioritize and manage multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

### **Essential Functions continued**

- Ability to learn and teach library information databases and other library resources.
- Ability to perform troubleshooting and problem-solving tasks.
- Ability to provide effective reference and research assistance.
- Ability to operate automated library information systems.
- Ability to be detailed oriented, with ability to sustain attention to detail.
- Ability to manage time effectively and to prioritize multiple workflows.
- Ability to follow standard library and office procedures and practices.
- Ability to lift up to 20 pounds and to retrieve and transport library materials from shelves.

### **Required Minimum Qualifications**

- Bachelor's degree.
- Two years of previous work experience in a library.
- Computer literacy and experience using Windows operating systems and MS Office Suite.
- Working knowledge of bibliographic information.
- Previous experience using an integrated library system.
- A background and credit history check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Previous academic library experience.

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