

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 Assistant 2
(Circulation Assistant)
Library
Regular Full-Time Position
Position Number 346010**

General Description

The Library Assistant 2 (Circulation Assistant) works under the supervision of the Circulation and Information Commons Coordinator and is responsible for performing clerical operations and customer service for the Circulation / Reserves Unit. The position requires continual and demanding contact with the public and occasionally requires varying work schedules, to include working on evenings and weekends.

Primary Duties and Responsibilities

- Open and close the Library as necessary.
- Supervise the unit's operation in the absence of unit coordinator or other circulation assistants.
- Assist the unit coordinator in supervising the unit's student employees and take on full supervision in the absence of the coordinator.
- Assist library users at the Circulation Desk in such activities as checking in / out library materials and verifying user status and in the Information Commons / Library Instruction Room.
- Answer incoming telephone calls; make referrals or take messages as appropriate.
- Monitor the security points to prevent materials from leaving the library improperly.
- Collect fines and fees.
- Help oversee stack maintenance activities.
- Order supplies for the unit.
- Mend materials in need of repair.
- Assist with clerical operations related to the circulation / reserve module of the automation system, to include bibliographic and patron file maintenance and creation.
- Perform routine maintenance and minor repairs on photocopy machines and microform reader-printers.
- Check photocopy machines and supply them with paper and toner as needed.
- 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.
- 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 perform all circulation functions.
- Ability to provide customer-oriented service.

Essential Functions continued

- Ability to follow standard office procedures and practices.
- Ability to train and supervise student employees.
- Ability to be detail-oriented, with ability to sustain attention to detail.
- Ability to prioritize multiple workflows.
- Ability to perform routine maintenance on photocopiers and microform reader-printers.
- Ability to read printed materials and computer screens.
- Ability to lift up to twenty pounds.
- Ability to retrieve and transport library materials from shelves.

Required Minimum Qualifications

- High school diploma or equivalent.
- Previous work experience providing service to customers.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Some college coursework.
- Two years prior work experience in a library setting.

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