

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
(Digital Services Assistant)
Library
Regular Full-Time Position
Position Number 800200**

General Description

This Library Assistant 2 (Digital Services Assistant) is under general supervision of the Digital Services Librarian and ensures that Library Reserves and University Archives/Special Collection (UASC) materials are maintained in good order for easy access by processing data into the integrated library system.

Primary Duties and Responsibilities

- Enter, activate and manage Reserve request information in the Reserve Bookroom module for print and electronic materials placed on reserve by faculty.
- Provide electronic services for Reserves and UASC: scan materials, crop and clean up, process and review pdf output files for errors. Upload files to web site.
- Retrieve printed materials from stacks and prepare for Reserve circulation.
- Maintain direct communications with faculty who place materials on Reserve to ensure faculty needs/Reserve Desk capabilities are coordinated.
- Maintain accurate records and provide reports for Reserve transactions.
- Analyze and assist in the resolution of problems resulting in the circulation of Reserve materials.
- Resolve billings charges for lost or damaged library Reserve materials.
- Provide stack maintenance for the Permanent/Faculty Reserves, and the University Archives/Special Collections.
- Assure copyright compliance for materials placed on Reserve.
- Serve on University and library committees as assigned.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact and communicate with clarity, discretion, and courtesy to supervisors, co-workers, University community and the general public.
- Ability to operate automated library information systems.
- Ability to efficiently operate a computer terminal.
- Ability to be detailed oriented, with ability to sustain attention to detail.
- Ability to manage time effectively and work independently.
- Ability to prioritize multiple workflows.
- Ability to maintain accurate records and reports.
- Ability to maintain confidentiality of records.
- Ability to provide customer-oriented service.
- Ability to read printed materials and computer screens.
- Ability to lift up to 20 lbs.
- Ability to retrieve and transport library materials from shelves.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer literacy and experience using MS Office Suite.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years experience working in a library.
- Some college course work.
- Previous experience using OCLC and Adobe Photoshop.

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