

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 3
(Resources Management Assistant)
Library
Regular Full-Time Position
Position Number 338000**

General Description

The Library Assistant 3 (Resources Management Assistant) works under the general supervision of the Coordinator of Resources Management and is responsible for maintaining the flow of materials through the unit, from receipt of requests to receipt and check-in and processing of materials.

Primary Duties and Responsibilities

- Perform acquisitions and processing duties for monographs, serials and standing orders.
 - Responsible for daily check-in, processing and claiming of materials (books, journals, standing orders, microfilm); receive and process materials to become shelf-ready.
 - Create and encumber purchase orders for serials; review each serials renewal and invoice for accuracy, corresponding with vendors to make appropriate adjustments.
 - Assist with book order requests as necessary; verify holdings in online catalog; select vendor and place orders; assign purchase order numbers; construct and/or populate purchase orders when order is complete.
 - Process and maintain invoices and financial records 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.
 - Assist with processing of discarded materials; prepare and maintain appropriate records.
- Perform routine bibliographic tasks, catalog maintenance and traditional clerical/receptionist tasks.
- Conduct and complete unit-related special projects as needed.
- Supervise unit's student employees as assigned.
- Serve as backup for other library staff 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.
- 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 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 train and supervise student employees.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

- Ability to provide effective customer service.
- Ability to follow standard office procedures and practices.
- Ability to operate automated library information systems.
- Ability to be detailed-oriented, with ability to sustain attention to detail.
- Ability to prioritize multiple workflows.
- Ability to perform troubleshooting and problem-solving tasks.
- 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 familiarity with MS Office Suite.
- Two years of experience in an academic library setting with an integrated library system.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Some college coursework.
- Acquisitions, serials and/or cataloging library experience.
- Knowledge of accounting procedures.

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