

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.

**Media Specialist**  
**Printing Services**  
**Regular Full-Time Position**  
**Position Number 356010**

**General Description**

The Media Specialist is responsible for assisting in media production and distribution and is involved in the overall function of the Printing Services department. The incumbent also provides office administration support for the department.

**Primary Duties and Responsibilities**

- Manage the administrative aspect of the printing services area. Answer the main telephone line, manage the front desk and provide customer service to all patrons.
- Assist in preparing and prioritizing the workflow of media production. Prepare files for printing, convert files to PDF format, download print jobs from server and manage workflow of design projects.
- Operate and maintain office and auxiliary media equipment and supplies. Maintain service log.
- Assist patrons in the operation of auxiliary media and office equipment.
- Manage budget(s), process purchase orders, maintain credit card log and other related fiscal duties.
- Collect and assimilate data into financial reports, including monthly accounts receivable reports and statements of charges to other University departments.
- Maintain records of duplicating income and expenditures and billing records on charges and credits for media services. Provide cost information to patrons.
- Serve as custodian of petty cash account, submit deposits to Business Office and record for auditing purposes.
- Responsible for payroll/timesheets and leave forms for professional, clerical staff and student employees.
- Supervise student employees including scheduling work hours and assigning duties.
- Oversee distribution, delivery and notification of print jobs to departments.
- Process and distribute mail.
- 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 provide instruction to students in the production of visual presentations.
- Ability to accurately prepare and process purchase requisitions, bids and other forms.
- Ability to effectively supervise student employees.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Previous related work experience.
- A background and credit history check will be required of the successful applicant.

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