

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.

**Offset Press Operator Lead Worker
Printing Services
Regular Full-Time Position
Position Number 587010**

General Description

The Offset Press Operator Lead Worker is under general supervision and provides duplicating services to the University community by operating Xerox 9210, offset press, graphic camera, plate maker, cutter, folder, stitcher and numbering machine.

Primary Duties and Responsibilities

- Operate: Multitility offset press, plate maker Multi 2500IVR.
- Operate cutter, stitcher, folder, numbering machine, perforating and scoring machine.
- Perform preventative maintenance on offset press, folder, stitcher, cutter and Xerox 9210.
- Advise and consult with faculty, students and administrative staff on layout and production design.
- Maintain supply of inventory.
- Provide project cost estimates.
- Assist in record keeping system.
- Make padded forms and memo pads.
- 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 effectively operate office copiers, offset press, plate maker, cutter, folder, stitcher and numbering machine.
- Ability to perform preventative maintenance on equipment.
- Ability to effectively train and supervise student employees.
- Ability to provide project cost estimates.
- 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.

Required Minimum Qualifications

- High school graduate or equivalent.
- Five years of previous work experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Associate degree in Printing and two years work experience.
- Knowledge of university organization, policies and procedures.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS