

*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.*

**Shipping & Receiving Clerk  
Physical Plant  
Regular Full-Time Position  
Position Number 663110**

**General Description**

The Shipping & Receiving Clerk is under general supervision of the Coordinator and performs shipping and receiving duties and warehouse distributions.

**Primary Duties and Responsibilities**

- Responsible for the receiving and/or shipping of any freight.
- Maintain up-to-date log sheets to include shipper name, purchase order number, bill of lading number, etc. for UPS and freight.
- Check all merchandise per purchase orders or credit card charges pertaining to quantity, types and units received.
- Enter received merchandise in Banner; or
- Prepare Receiving Reports which involves data received, vendor, purchase order number, number of cartons, requestor, bill of lading, whether shipment is complete and certifying that the merchandise has been received in acceptable condition and in conformity with the specifications as stated on purchase order.
- Ship packages received from departments to include date shipped, purchase order number, how package is shipped, value of contents, etc.
- Maintain accurate files on all packages received and returned.
- Resolve problems concerning damaged goods, incorrect shipments and returned goods.
- Communicate with truck lines to set up delivery schedules, departments on how to handle substitutions and Accounts Payable to clarify discrepancies, etc.
- Perform duties of the Utility Worker/Driver and the Shipping and Receiving Clerk in their absences.
- Make name plates and signs for all departments and new employees per work order requests.
- Help maintain key records, pin cores and make keys.
- 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 maintain accurate inventory records and filing system.
- Ability to move and lift heavy packages.
- Ability to accurately prepare records and reports.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Keyboarding exam.

**Required Minimum Qualifications continued**

- Computer proficiency.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Knowledge of an inventory system.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**