

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.

**Shop Technician
Fort Campbell Center
Regular Full-Time Position
Position Number 292010**

General Description

The Shop Technician works under the general supervision of the Executive Director of the Center and performs routine duties using own initiative and judgment in solving problems.

Primary Duties and Responsibilities

- Check APSU/FCC academic classrooms and administration building for supplies, cleanliness and needed repairs.
- Perform minor repair work when feasible or submit work order and/or contact appropriate responsible person(s).
- Responsible for all APSU equipment assigned to APSU/FCC to include maintaining inventory records of these items; inventory record of equipment assigned to APSU by the Army.
- Coordinate audio-visual aids for instructors.
- Courier to main campus daily. Pick up supplies, as needed, from firms in the vicinity.
- Deposit monies from tuition and student fees.
- Maintain key inventory and issuance of keys to employees and faculty.
- Assist with the setup of tables, computers and telephones for registrations; restore classroom to original condition when registration is complete.
- Perform other job-related duties as assigned.

Essential Functions

- 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 coordinate with faculty regarding keys, vehicle passes and classroom needs.
- Ability to perform minor repairs.
- Ability to drive a light motor vehicle.
- Must be dependable and trustworthy.
- Ability to work all hours, not necessarily day-time hours.

Required Minimum Qualifications

- High school graduate or equivalent.
- Valid driver's license.
- A background and credit history check will be required of the successful applicant.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS