

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 and Receiving Clerk
Physical Plant
Regular Full-Time Position
Position Number 663010**

General Description

The Shipping and Receiving Clerk is under general supervision and performs general accounting and inventory skills.

Primary Duties and Responsibilities

- Requisition stock for warehouse: custodial, electrical, plumbing, carpentry, painting and power plant, etc.
- Maintain a computerized inventory and cost account of each item in the warehouse.
- Maintain a neat and efficiently run warehouse.
- Make name plates and signs for all departments and new employees per work order requests.
- Perform duties of utility worker/driver and shipping and receiving clerk in their absences.
- 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 computerized inventory records and balance daily.
- Ability to make mathematical computations and tabulations accurately.
- Ability to perform the physical requirements of the position including moving and lifting packages up to 100 pounds.
- Must be able to effectively handle problems and duties in the warehouse and shipping and receiving areas.
- Ability to operate key cutting machines.
- Ability to operate a forklift.

Required Minimum Qualifications

- High school graduate or equivalent.
- Previous computer experience.
- Valid driver's license.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Two years of experience in inventory control and warehouse shipping and receiving.
- Knowledge in one or more of the following areas--electrical, plumbing, custodial, carpentry, painting and power plant supply.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS