

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.

Stores Clerk
Physical Plant
Regular Full-Time Position
Position Number 677040

General Description

The Stores Clerk is under direct supervision of the Coordinator in the Physical Plant. Duties are picking up parts, supplies and materials from vendors and/or the Physical Plant Supply and delivering to work sites as well as additional duties within the Support Organization.

Primary Duties and Responsibilities

- Order, purchase, pick up and deliver parts, supplies and materials to trades personnel, technicians, construction personnel, custodians and other Physical Plant personnel.
- Cross train and be prepared to fill-in or give assistance in the areas of accounting, supply, shipping and receiving, and key/lock control.
- Assist in locating needed parts for Physical Plant personnel.
- Maintain security of credit card information.
- Data entry of work orders and key information.
- Receive purchase orders in Banner when received.
- Maintain a log on all purchases.
- Use portable radio to communicate with physical plant employees.
- Make name plates and signs as per work orders.
- Make keys and maintain key records as needed.
- 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 drive a vehicle, fork lift and related equipment.
- Ability to move heavy items up to 100 pounds.
- Ability to perform the physical requirements of the position.

Required Minimum Qualifications

- High school graduate or equivalent.
- Valid driver's license.
- Previous experience in stocking and/or issuing parts.
- Computer literacy.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Previous experience in dealing with the public.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS