

*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.*

**Admissions Clerk**  
**Admissions**  
**Regular Full-Time Position**  
**Position Number 402010**

**General Description**

The Admissions Clerk reports to the Office Supervisor and is responsible for processing undergraduate and international applications and other admissions-related administrative functions.

**Primary Duties and Responsibilities**

- Process undergraduate and international applications for one alphabetical section of main campus applicants while working at the main campus and for all Fort Campbell applicants while working at the Fort Campbell Education Center on a rotating schedule.
- Analyze high school transcripts to identify graduation date and cumulative GPA and to determine if all TBR requirements have been met. Analyze college transcripts to verify dates of attendance, identify cumulative GPA, determine credits attempted and points received and ensure all colleges are properly identified. Analyze standardized test scores.
- Make acceptability decisions based on the analysis of data, TBR policies and APSU requirements; make residency decisions for all applicant files.
- Process application fees by collecting payments, balancing funds, maintaining records and depositing fees with the Business Office.
- Maintain a high level of quality control by generating existing reports and analyzing data from technical Banner reports as scheduled.
- Respond in an effective and timely manner to all telephone, email and AP Web inquiries regarding admissions application processing.
- Meet and counsel prospective students and families regarding admissions application processing.
- Participate in workshops and/or seminars, both on- and off-campus, to broaden skills and enhance application processing abilities as assigned.
- Seek out and initiate methods of applications processing to produce greater efficiency.
- Maintain and produce all admissions decision and missing information correspondence to applicants.
- Effectively work with personnel in the Office of the Registrar, Student Financial Aid, Student Health Services and the Fort Campbell Education Center regarding application processing.
- Act in a supporting capacity for all recruitment support activities to include front-line telephone, email, mailing and reception activities as needed.
- Supervise student employees as assigned.
- Participate in and assist with the coordination of special events to include Main Campus and Fort Campbell registrations, AP Day, Summer Welcome and other special recruitment events.
- Drive prospective students and/or current students for campus tours and other University events when required.
- Serve on University and TBR task forces and committees as assigned.
- 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 properly manage University monies.
- Ability to coordinate special projects as assigned.
- Ability to coordinate campus tour training, publication of brochures and other special projects as assigned.
- Ability to accurately prepare, evaluate and process records and reports.
- Ability to work independently.
- Ability to work evenings or extended hours as needed.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Personal computer experience.
- Keyboarding exam and score of 45 wpm.
- A background and credit history check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience using Microsoft Office Suite.

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