

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.

**Office Supervisor
Admissions
Regular Full-Time Position
Position Number 487010**

General Description

The Office Supervisor reports to the Associate Director and is responsible for the coordination and/or completion of all aspects of recruitment support to include training, supervising and coordinating the work of Admissions Clerks and student employees.

Primary Duties and Responsibilities

- Directly supervise recruitment support admissions employees to include the organization, planning and completion of assignments; resolve related problems.
- Supervise all office mailings to include bulk mailings, search mailings, new and/or special mailings, correspondence of the Director and replies to initial student inquiries.
- Supervise all office correspondence development and production to include the coordination of training to encourage more efficient office correspondence methods.
- Supervise all word processing activities of the office including the training of staff and workers. Responsible for directing training to broaden word processing applications to enhance recruiting effectiveness through workshops and training offered by Computer Services.
- Conduct scholarship roster preparation, compilation and maintenance of scholarship data as needed; liaise with the Student Financial Aid Office regarding student scholarships.
- Supervise and assist with the scheduling of campus tours to include scheduling visit dates and times, scheduling appointments with other campus offices, processing paperwork, greeting visiting students and families, working with Gov's Ambassadors and organizing special and group tours.
- Supervise scholarship roster preparation and maintenance and compile scholarship data as needed. Coordinate these activities with the Student Financial Aid Office.
- Maintain inventories of supplies, departmental information and other materials.
- Supervise, conduct and/or prepare various budget-related activities to include the preparation of purchase requisitions, purchase orders and budget transfers.
- Supervise the maintenance and distribution of the master School Roster to include school contacts, administration and alumni information.
- Manage the admissions prospect database to include processing Prospect Information Cards in the Banner prospect database; manipulate database information extraction as needed. Serve as liaison with the Information Technology Office.
- Maintain minutes of staff meetings.
- Supervise student employees as required.
- Collect and assimilate data into reports which includes statistical reporting information from all areas of the Admissions Office.
- Conduct all necessary personnel actions for supervised staff in a timely and accurate manner to include training, guidance and completion of timesheets.
- Act in a supporting capacity for all recruitment support activities to include front-line telephone, email, mailing and reception activities as necessary.
- Act in a supporting capacity for all application processing activities to include creation of application files, tracking and filing of received application materials, data entry of application information and answering application inquiries as necessary.
- Seek out and initiate methods of conducting duties and responsibilities to produce greater efficiency.

Primary Duties and Responsibilities continued

- 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.
- Serve on University and TBR task forces and committees as assigned.
- Drive prospective students and/or current students for campus tours and other university events when required.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to properly manage University monies.
- Ability to coordinate 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 55 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience using Microsoft Office Suite.
- One year of supervisory office experience.
- Previous experience in a college or university admissions office.

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