

*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 487020**

**General Description**

The Office Supervisor reports to the Associate Director and is responsible for the oversight of processing all undergraduate and international applications for admission at the main campus and Fort Campbell campus.

**Primary Duties and Responsibilities**

- Directly supervise application processing employees to include the assurance that job tasks are performed in a timely matter, accuracy of information, proper admission decisions are made and quality control is maintained.
- Process undergraduate and international applications for one alphabetical section of main campus applicants. Supervise the processing of all undergraduate and international applications for the main campus and Fort Campbell campus.
- 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 and 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 with and counsel prospective students and families regarding admissions application processing.
- Participate in workshops and/or seminars to broaden skills and enhance application processing abilities as assigned.
- Seek out and initiate methods of conducting duties and responsibilities to produce greater efficiency.
- Direct the implementation of all Banner procedures for application processing.
- Supervise all office correspondence development and production to include the coordination of training to encourage more efficient office correspondence methods.
- Supervise and coordinate mailings to applicants.
- Manage the application processing database, to include processing application materials in the Banner prospect database; manipulate database information extraction as needed. Serve as liaison with Information Technology.
- Supervise student employees as necessary.
- Manage the preparation of application materials for the Admissions Standards committee and conduct all reporting of results.
- Coordinate application processing activities with Admissions, Student Financial Aid, Office of the Registrar, Student Health Services and the Fort Campbell Center.
- Act in a supporting capacity for all recruitment support activities to include front-line telephone, email, mailing and reception activities as necessary.
- Conduct all necessary personnel actions in a timely and accurate manner for supervised staff to include training, guidance and completion of timesheets.
- Respond to all emails and check email accounts for the Admissions Office.

### **Primary Duties and Responsibilities continued**

- Serve as backup for recruitment processing functions when Recruitment Office Supervisor is unavailable.
- Remain informed of all immigration rules and regulations; assure proper completion of SEVIS processing for international students.
- Maintain Admissions webpage.
- 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.
- Three years of proven and effective Sungard HE Banner admissions application processing experience.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**