

*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.*

**Technical Clerk  
Alumni Relations  
Regular Full-Time Position  
Position Number 490000**

**General Description**

The Technical Clerk is under general supervision of the Director of Alumni Relations and provides technical/clerical support to the Director.

**Primary Duties and Responsibilities**

- Serve as facilities manager for the Pace Alumni Center at Emerald Hill; schedule all facility use and coordinate daily operations and ongoing maintenance.
- Serve as accounts payable clerk--disburse all funds for National Alumni Association; maintain appropriate records.
- Serve as accounts receivable clerk--receive all funds for National Alumni Association, maintain appropriate records using Excel and/or Quicken; prepare deposits; send invoices and statements.
- Maintain the Alumni website and email; update current alumni events and files, send e-mail "blasts" as requested.
- Assist in maintenance of alumni/development database by researching lost alumni and those with incorrect addresses, update these records and create new ones as appropriate.
- Process all University documents (purchase orders, travel forms, payroll forms), maintain all office files, order office supplies.
- Process all incoming and outgoing mail.
- Provide clerical support to the Director.
- Assist in the coordination of the University's direct mail campaigns.
- Provide assistance to the President of the National Alumni Association, as well as chairs of the Candlelight Ball Committee, Homecoming/Reunion committees and other volunteers as requested.
- Assist the Director in the planning and implementation of special events.
- Assist in coordinating University functions and assisting at staff events as needed.
- Provide support, as needed, to the University Advancement and President's offices for special projects and programs.
- Guide and monitor the work of student employees in concert with the Director.
- Serve as Secretary to the National Alumni Association.
- 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 record and transcribe minutes from committee meetings.
- Knowledge of and experience with accounting based software.
- Ability to work some evenings and weekends as needed.
- Ability to work in a fast-paced environment.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Three years office experience.
- Keyboarding exam and score of 50 wpm.
- Knowledge of bookkeeping and experience with accounting-based software programs.
- Experience with Microsoft Office software.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Bachelor's degree.
- Experience with a large, online database system.

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