

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 & Records Clerk (Registration Clerk – Lottery)
Office of the Registrar
Regular Full-Time Position
Position Number 255200**

General Description

The Registration Clerk – Lottery reports to the Registrar and is responsible for reviewing lottery scholarship requirements, awards, appeals and retention.

Primary Duties and Responsibilities

- Technical review of lottery scholarship retention.
- Establish policies and procedures for reporting and compliance requirements for lottery scholarship awards.
- Clerical workload and monitoring retention of lottery scholarship awards.
- Create reports and other technical assistance; support required for lottery scholarship awards.
- Create informational mailings, e-mails and on-line information for lottery scholarship award recipients.
- Schedule and prepare lottery scholarship appeals to be heard by the Institutional Review Panel (IRB).
- Provide support for reception area.
- Scan existing SOCAD's for all students who currently have a SOCAD and enter into new system.
- Process SOCAD's for military students.
- Serve as back-up for GoArmyEd clerk.
- Responsible for data entry of class schedule for the APSU Center @ Ft Campbell as well as Main Campus (manual input of Fall 1, Fall 2, Spring 1, Spring 2, FC Summer, Fall, Spring and Summer.)
- Update SOCAD's when soldiers change degrees and report those changes as appropriate.
- Responsible for the Degree Map Template Data.
- 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 accurately and efficiently input data.
- Ability to perform accurate mathematical computations.
- Ability to understand and comply with state regulations governing lottery scholarship awards.

Required Minimum Qualifications

- High school graduate or equivalent.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college,
- Keyboarding exam and score of 45 wpm.
- University experience.

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