

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.

**Assistant Registrar
Office of the Registrar
Regular Full-Time Position
Position Number 472000**

General Description

The Assistant Registrar performs professional duties to assist the Registrar in accomplishing the goals of the office, including but not limited to supervision of grades, transfer credit, graduation, scheduling of classes, preparation of the Bulletins, review of residency appeals, standard reporting, troubleshooting, and staff supervision.

Primary Duties and Responsibilities

- Responsible for the beginning of term set-up.
- Develop ad hoc reports as needed for enrollment trends, building utilization, class offerings, etc.
- Assist in the system development of current and new technologies, including, but not limited to AP Self Service for students and faculty.
- Ombudsman functions to troubleshoot and problem-solve student and system difficulties.
- Assist with the production of the University Bulletins.
- Supervise staff responsible for transcripts, grade changes, high school deficiency monitoring, primary lobby contact, transfer evaluations and schedule of classes.
- Monitor daily appworks processes.
- Review and make recommendations on residency appeals.
- Assist in the coordination of registrations to include Summer Welcome (Registration and Orientation for New Students) and preregistration for Continuing Students.
- Assist the Registrar in overall management and planning for the office.
- Represent the Registrar as required.
- Assist in the implementation of BANNER software system.
- Prepare schedule of classes grading and FA/FN memos to distribute to faculty.
- Assist International Studies and process required student information into SEVIS.
- 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 develop and prepare accurate and timely reports.
- Ability to accurately prepare and edit publications and reports.
- Ability to manage and complete multiple projects in a timely and accurate manner.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to understand and successfully apply academic policy for higher education with emphasis on registration and record keeping.
- Ability to work independently, provide attention to detail, and solve problems.

Required Minimum Qualifications

- Bachelor's degree.
- Five years of related experience.
- Demonstrated supervisory skills.
- A background check will be required for the successful applicant.

Additional Preferred Qualifications

- Previous work experience in higher education.
- Previous work experience with BANNER student information system.
- Previous work experience writing programs such as Population Selection, ARGOS and Access.

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