

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.

**Certification Analyst 1
Office of the Registrar
Regular Full-Time Position
Position Number 477010**

General Description

The Certification Analyst 1 is under general supervision and is primarily responsible for evaluation and data entry of traditional, military and other non-traditional credit.

Primary Duties and Responsibilities

- Evaluate and enter into Banner screens transfer credit of academic, military and other nontraditional credit.
- Serve as point-of-contact and technical support for faculty, staff and administrators for baseline Banner and Self-Service as it relates to the Office of the Registrar.
- Conduct AP Self-Service training for faculty.
- Serve as liaison between student and academic departments for CARE and Fresh Start program; process finalized requests and record on student academic record.
- Process initial statistics; automate pre-1979 records.
- Assist with screening incoming calls and walk-in traffic.
- Assist with centralized and non-centralized registration.
- 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 interpret and evaluate traditional and non-traditional credit.
- Ability to present technically challenging material in a way that facilitates understanding of concepts, both verbally and in writing.
- Ability to train new users in basic functionality of the Banner self-service product.
- 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 pay extremely close attention to detail.
- 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.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Keyboarding score of 50 wpm.
- Previous work experience for an institution of higher learning.
- Knowledge of student information systems (SungardHE Banner).

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