

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
School of Education
Regular Full-Time Position
Position Number 461120

General Description

The Certification Analyst 1 processes the tracking system that tracks students as they advance through licensure programs.

Primary Duties and Responsibilities

- Analyze transcript to determine courses needed for licensure or to determine if student is making adequate progress through the program.
- Respond to correspondence and messages related to teacher certification and milestone reviews.
- Maintain an electronic records system (FileMaker-Pro, Banner, and/or Live Text) to include data on teacher candidate performance and teacher unit operations.
- Assist in providing LiveText training and assistance to students and faculty.
- Input data from certification and clinical teaching offices related to student progression in education programs.
- Input security screening checks and provide faculty with updates.
- Supervise filing of student records by student employees and graduate assistants.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability use FileMaker Pro and LiveText.
- Knowledge of requirements for teacher licensure and state requirements for licensure.
- Knowledge of individual program requirements.
- 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 student personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years of previous office experience with increasing responsibilities.
- Keyboarding exam and score of 50 wpm.
- Knowledge of and experience using Microsoft Office software or other comparable spreadsheet program.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Knowledge of and/or experience with teacher education accreditation process (NCATE), teacher licensure process,, Filemaker-Pro, Banner and LiveText.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS.