

*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.*

**Information Research Technician 1  
Institutional Research and Effectiveness  
Regular Full-Time Position  
Position Number 917920**

**General Description**

The Information Research Technician 1 performs support functions for institutional planning and research in the Office of Institutional Research and Effectiveness and receives general supervision from the Director of Institutional Research and Effectiveness.

**Primary Duties and Responsibilities**

- Provide research and administrative support to the Director of Institutional Research and effectiveness in all areas related to performance funding, program review, survey administration, analysis, and reporting, Senior Exit Exam, major field testing, academic audits, program reviews and accreditation.
- Independently coordinate and conduct library, internet and field research on institutional issues.
- Coordinate printing, distribution, follow-up, data entry and standard statistical analysis of Tennessee Board of Regents and local surveys.
- Support administration of surveys of campus populations.
- Design spreadsheets and data bases for input and easy retrieval of data obtained from statistical reports, surveys, reports, and other sources.
- Maintain department's web page.
- Coordinate all aspects of Senior Exit Exam and major field testing programs:
  - Order all testing materials and communicate with testing contractors.
  - Supervise graduate students and proctors involved in test administration.
  - Communicate schedules to students, faculty and administrators.
  - Talk with students about testing.
  - Distribute testing results to students.
- Schedule appointments and meetings and order accommodations, meals and refreshments as needed for campus and community gatherings.
- Perform administrative tasks for the Director including composing and preparing correspondence, maintaining manual and computer-based filing systems, ordering and monitoring need for office supplies and equipment and completing other administrative tasks in support of the department.
- Monitor all budget accounts under Institutional Research and Effectiveness and Proficiency Testing.
- Prepare travel authorizations and travel claims and make travel arrangements as requested.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to determine tasks, prioritize and construct plans to accomplish tasks.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to function in a collaborative way on a team.
- Ability to organize activities to meet time schedules.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to accurately conduct research activities such as library investigations, data analysis and report writing.
- Ability to accurately use computer software required for the position.

### **Essential Functions Continued**

- Ability to successfully coordinate Senior Exit Exam and major field testing programs.
- Ability to accurately prepare and process records and reports.
- Ability to detect and correct grammatical and spelling errors in written correspondence.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Three years of administrative experience.
- Knowledge and experience with Microsoft Word software.
- Knowledge and experience with Microsoft Excel and Microsoft Access.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Bachelor's degree with significant coursework in statistics.
- Knowledge of higher education.
- Experience with statistics research design, statistical software, survey distribution and tabulation, Microsoft Access and SAS programs.

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