

*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.*

**Registrar**  
**Office of Registrar**  
**Regular Full-Time Position**  
**Position Number 471000**

**General Description**

The Registrar is an active member of Enrollment Management and reports to the Dean of Enrollment Management and Academic Support. The Registrar is responsible for the collection of grades, maintenance of academic student records, review and certification of degree requirements and graduation and assists with the registration process. Other responsibilities include supervision of office personnel, student information system development, university reporting, athletic eligibility and committee representation and bulletin preparation.

**Primary Duties and Responsibilities**

- Assist in planning, organizing and managing registration.
- Supervise the class schedule and classroom assignments; supervise and assist in the preparation of the Schedule of Classes for each semester/term; circulate forms and information regarding the process; establish schedules and methodology; identify site and equipment needs; distribute class lists and reports; prepare THEC report files; cancel students as notified; and code registrants as appropriate for supplemental reporting.
- Direct and manage office functions. Supervise employees with tasks that include grade reporting, degree certifications, athletic certifications and verifications, transfer credit evaluations, transcripts, AP Self Service, applications, records, reception lobby and other related areas.
- Conduct personnel matters including hiring and evaluation, oversee budget, develop office goals and objectives, lead regular bi-weekly staff meetings, review SIS access and training and develop software modifications to accomplish and enhance office services.
- Participate in meetings with Enrollment Management, Orientation/Registration, Academic Council, Graduate and Research Council, Student Academic Suspension Appeals Committee, Residency Committee, Lottery Appeals Committee, Commencement, TBR, ad hoc Registration and Admissions, and other committees as appropriate.
- Respond daily to questions by students, faculty, and staff and general troubleshooting to resolve student problems. Prepare correspondence and reports as needed. Review Residency appeals.
- Review, determine and prepare NCAA athletic eligibility and certification. Prepare annual NCAA Graduation Rate Report in conjunction with Compliance Coordinator.
- Coordinate the preparation, editing and production of the University Undergraduate Bulletin.
- Oversees the eligibility certification process for student-athletes as prescribed by NCAA and OVC rules.
- 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.

### **Essential Functions continued**

- 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 personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively manage computer based on-line student information systems.
- Ability to manage the overall operation of the Registrar's office.
- Ability to plan, project and give attention to detail.
- Ability to prepare and monitor operating budgets.
- Ability to develop and implement policies and procedures.

### **Required Minimum Qualifications**

- Master's degree.
- Five years or more experience in higher education.
- Technology background with experience in some or all of the following areas: student information systems, WEB registration and imaging.
- Strong communication skills.
- Supervisory experience.
- A background check will be required for the successful applicant.

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