

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.

Program Assistant
Tennessee Early Childhood Training Alliance (TECTA)
Full-Time Grant Funded Position
(Annual renewal contingent upon continued grant funding)
Position Number 531510

General Description

The Program Assistant works under the general supervision of the TECTA Site Director. The Program Assistant is responsible for maintaining all student applications, admissions records, collecting data; updating data base records, and reporting for the TECTA Upper Cumberland Region.

Primary Duties and Responsibilities

- Assist students and general public regarding application and admission requirements.
- Process admission applications and maintain records of current and past students.
- Maintain, update and input data for regional Access database.
- Compile numerical and narrative information, such as attendance, data on admission applications, journal writings, etc.
- Perform calculations of data.
- Work with the state management office in consolidating data and developing needed reporting formats.
- Coordinate responses to external data reports and communicate with state agency representative for clarification of data as needed.
- May oversee, direct or check work of student workers and temporary employees.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Access, 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 handle multiple tasks simultaneously.
- Ability to follow TECTA guidelines for admission requirements and records maintenance.
- Ability to organize, analyze and interpret data.
- Ability to check, verify and correct information for completeness, accuracy, and consistency with procedural requirements.
- Ability to follow administrative procedures.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of experience in essential functions (to include experience with personal computers using Microsoft Office applications.)
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Associates degree related to computer data-system management or related discipline.
- One year of experience in computer data management.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS