

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.

**Technical Clerk
Extended Education
Regular Full-Time Position
Position Number 201010**

General Description

The Technical Clerk is under general supervision of the Director of Extended Education and is responsible for maintaining all noncredit course registration and payment records.

Primary Duties and Responsibilities

- Provide information to students and potential students regarding noncredit programs by telephone, in person and through written communication.
- Responsible for registration and collection of fees for noncredit programs.
- Responsible for operating and maintaining a student management database system, which includes inputting and updating course and student information; performing system maintenance and backups and training other employees in the use of the system.
- Maintain classroom schedules and generate and distribute weekly notification regarding confirmed and cancelled classes to appropriate staff and personnel.
- Prepare and maintain accurate instructor files, obtain proper payroll documents and prepare personal services contracts for appropriate teaching personnel.
- Prepare materials for instructor and students for noncredit classes.
- Assist the coordinator with generating monthly, seasonal and annual comparison reports on marketing, revenue, demographic data, statistical information on noncredit programming and any other reports as necessary.
- Create and distribute biweekly press releases to market noncredit programs in regional newspaper, radio and cable community service announcements.
- Responsible for entering Regents Online Continuing Education (ROCE) registrations into database and contacting students regarding fee payment.
- Maintain and manage accounts receivables, payables and refunds; record all data in logs.
- Maintain petty cash used for making change; ensure balance is correct (daily).
- Maintain and track contracts with outside vendors to ensure new contracts are initiated in a timely manner.
- Verify compliance of Southern Associate of Colleges and Schools (SACS) guidelines; maintain and process records for vendor training where the Center provides only CEU's.
- Order and maintain inventory of textbooks and class supplies for noncredit courses/programs; maintain financial accounting for all inventory.
- Assist with the needs of coordinating conferences/seminars to include reserving space and catering, preparing materials and any other duties as necessary.
- 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.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to handle multiple tasks simultaneously.

- Ability to accurately and effectively coordinate registrations, maintain course records and prepare necessary reports.
- Ability to safeguard funds received for courses and to maintain accountability.
- Ability to maintain accurate, complete instructional files to include master class and classroom schedules.
- Ability to work independently.
- Ability to gain new skills as may be required by such things as changing technology.

Required Minimum Qualifications

- High school graduate or equivalent.
- Previous university and database experience.
- Three years of previous office experience.
- Intermediate-level computer skills including MS Office (Word and Excel).
- Keyboarding exam.
- Excellent organizational skills.
- A background and credit history check will be required of the successful applicant.

Additional Preferred Qualifications

- Keyboarding score of 50 wpm.
- Associate's degree in office management.

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