

*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  
Office of the Registrar  
Regular Full-Time Position  
Position Number 561000**

**General Description**

The Technical Clerk will be responsible for the audit of graduation evaluations and final checkouts for graduate and undergraduate students at the University.

**Primary Duties and Responsibilities**

- Process and review graduation evaluations via CAPP/Degree Evaluations for graduate and undergraduate students.
- Code and process applications for degree information.
- Review and process Final Checkouts.
- Send correspondence to degree applicants concerning degree and diploma information.
- Maintain files and updates via computer.
- Assist with registration and drop/add.
- Process bulk mailing of information to prospective graduates.
- Load, print, and proof diplomas via "diplomas on demand."
- Process course substitution forms.
- Process change of major/minor forms.
- Assist with commencement set-up and ceremony.
- 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 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 accurately process records, maintain files, code and input information.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Keyboarding exam.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Keyboarding score of 50 wpm.
- Two years of college or equivalent.
- Experience working in a university environment.

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