

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 - Student Affairs
Regular Full-Time Position
Position Number 413010**

General Description

The Technical Clerk is under the general supervision of the Director of Student Affairs Programs and Services and provides technical/clerical support to the Director, working cooperatively with other support and professional staff in the office.

Primary Duties and Responsibilities

- Provide administrative support for the Director of Student Affairs Programs and Services, the Dean of Students and the Associate Vice President for Student Affairs.
- Coordinate the application process for student development travel funds and process associated paperwork in accordance with current business and travel policies and guidelines.
- Ensure that policies/procedures are in line with APSU and TBR policies/procedures.
- Assist the Director with coordination and processing of program allocations for departments.
- Assist the Director in planning and coordinating parent's activities.
- Maintain the Parent's Association website, which includes updating current events and files, sending e-mail "blasts" as requested and assisting parent's in their efforts to connect with the University.
- Assist with development of and sending parent's electronic newsletters and mailings.
- Maintain parent database and create new ones as appropriate.
- Maintain and compile statistics on parent's responses.
- Coordinate the nomination process for student organization and leader awards.
- Assist with updates and production of the new student guide.
- Assist with coordination of processes for guest registration for summer welcome and orientation including coordination of materials for new students and parents.
- Provide research assistance via the web and reference books.
- Gather materials and assist in the preparation of written reports.
- Plan and prepare for publication any departmental marketing correspondence.
- Set-up and maintain spreadsheets and databases for Director, Dean and Associate Vice President.
- Responsible for maintenance of departmental web pages.
- Create publicity materials for programs and update office bulletin boards.
- Assist in greeting and assisting office visitors, directing inquiries as appropriate, answering telephones and assuring that requests for assistance are handled in a timely and professional manner.
- Arrange appointments and schedule meetings for the office of Student Affairs professional staff.
- Assist with scheduling and preparation of all special projects and assisting at events as needed such as awards program, unity event, training, other student events, etc.
- Participate in training that supports University-mandated changes.
- Arrange student pop-up events as requested.
- Reconcile budgets associated with Director, and process purchasing and business office forms.
- Serve on various Student Affairs and University committees.
- Perform various other Student Affairs functions and clerical support duties as required.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 accurately reconcile budget statements and maintain records of financial transactions and expenditures.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to accurately review process and maintain student travel and University travel paperwork.
- Ability to conduct research and prepare reports.
- Ability to understand budgeting process, maintain budgetary accounting records and make mathematical computations accurately.
- Ability to assist in the planning, organization and implementation of programs and events conducted by the central Student Affairs office.
- Ability to work independently with minimal supervision and as a team member.

Required Minimum Qualifications

- High school graduate or equivalent.
- Keyboarding test.
- Three years related experience in an office environment.
- Computer skills.
- A background check will be required of the selected applicant.

Additional Preferred Qualifications

- Bachelor's degree or some college.
- Keyboarding exam score of 50 wpm.

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