

**Technical Clerk  
Office of the Registrar  
Regular Full-Time Position  
Position Number 802000**

**General Description**

The Technical Clerk is under general supervision and is primarily responsible for evaluating and loading transfer credits and updating transfer articulation agreements.

**Primary Duties and Responsibilities**

- Evaluate and load academic credentials submitted by students transferring to APSU from other colleges and universities.
- Evaluate and load all non-traditional college credit, including but not limited to Military Service experience, using the appropriate ACE Guide recommendation.
- Update and disseminate articulation agreements between the associate degree programs offered by the TBR Community Colleges, technical institutes and Hopkinsville Community College and the baccalaureate degree programs offered at the University.
- Assist current, prospective and previous students with inquiries concerning transfer credit evaluations.
- Code probation and suspension information for transfer students.
- Process coursework approval forms.
- Assist in the automation of pre-1979 records.
- Assist with conducting the transfer session during summer and winter welcomes.
- Assist with the registration process.
- Automate files by loading credit and updating Banner.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently use personal computer/word processing equipment.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to establish and maintain accurate records and files.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

**Required Minimum Qualifications**

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

**Additional Preferred Qualifications**

- Some college highly preferred.
- One year of experience working for an institution of higher learning.
- Keyboarding score of 45 wpm.
- Knowledge of university student information systems or Banner report-writing program.

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