

*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**  
**Center of Excellence - Center for Field Biology (CFB)**  
**Regular Full-Time Position**  
**Position Number 913410**

**General Description**

The Technical Clerk is under general supervision of the Center Director and performs all office management duties for the Director and principal investigators for the Center of Excellence-Center for Field Biology (CFB).

**Primary Duties and Responsibilities**

- Plan and coordinate up to four CFB-sponsored events per year (Spring Seminar Series, biennial symposium and other miscellaneous events and meetings).
- Conduct regular budget analyses and make recommendations for general CFB operations and grants/contracts in keeping with APSU and TBR policies as well as contract stipulations.
- Assist in development of annual CFB budget request.
- Assist in preparation of CFB annual report.
- Assist in research of APSU and TBR policies and procedures.
- Maintain CFB webpage.
- Answer telephone and perform receptionist duties for CFB office.
- Type letters and other correspondence.
- Type purchase orders for supplies and maintain routine bookkeeping records.
- Maintain receiving reports and confirm purchases for accounts payable.
- Supervise and maintain payroll records for approximately 37 research assistants.
- Responsible for picking up mail and distributing to Center personnel.
- Maintain accurate Center files.
- Maintain contracts or grant administrative files and keep track of grant accounting information.
- Type scientific papers, applications for grants, numerous letters to prospective students interested in Center of Excellence-CFB activities and other similar correspondence.
- Maintain office supplies for Center.
- Process travel claims for CFB faculty and staff and maintain log of expenses.
- Manage, maintain and schedule Center vehicle fleet.
- Verify authorized drivers for CFB; retain records.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Powerpoint, Quickbooks, etc.) as well as SungardHE Banner.
- Ability to apply generally accepted accounting procedures.
- Ability to make emergency decisions in the absence of the Director and/or principal investigators.
- Ability to lift and move boxes of supplies and publications.
- 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, grant reports, etc.
- Ability to maintain files accurately, in paper and in software programs.

- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise student personnel and complete all associated personnel actions in a timely and accurate manner.

#### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Keyboarding exam and score of 50 wpm.
- Previous office experience.
- A background check will be required of the successful applicant.

#### **Additional Preferred Qualifications**

- Bookkeeping experience.
- Two years of office experience in a position of increasing responsibility.

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