

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 476010

General Description

The Technical Clerk works under general supervision of the Assistant Registrar and Registrar and is primarily responsible for production copy of the Schedule of Classes, report and letter generation, general correspondence, grading, and withdrawal processing.

Primary Duties and Responsibilities

- Edit and prepare production copy for the Schedule of Classes for main campus and Fort Campbell campus.
- Prepare and run needed BANNER reports and letter generation through text merge in Microsoft Word.
- Prepare internal and external correspondence--letters and memoranda to faculty, students and administrative personnel from the Registrar and Assistant Registrar to include hold letters, temporary clearance letters and grading and schedule preparation memos.
- Process student withdrawals.
- Process grade changes and notify the Assistant Registrar of changes in academic standing.
- Coordinate the main campus grading cycles to include editing, distribution and notification to faculty.
- Work with the Assistant Registrar and coordinate with department chairs and deans in compiling and updating the Schedule of Classes.
- Notify students as classes for each term are cancelled.
- Serve as back-up for reception area as needed.
- Monitor student's high school deficiencies.
- Prepare correspondence to students regarding FA/FN grades, academic probation and suspension.
- Coordinate student employment for office to include interviewing, training, scheduling, etc.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently use word processing equipment/personal computer and associated software.
- Ability to create computer reports using BANNER and/or other appropriate software.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain accurate records.
- Ability to act independently.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Previous experience using SungardSCT Banner software.
- Experience working in a university environment.
- Keyboarding score of 50 wpm.

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