

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
University Advancement
Regular Full-Time Position
Position Number 331335**

General Description

The Technical Clerk works under the direct supervision of the Executive Director of University Advancement and performs clerical duties for the University Advancement division. The incumbent works particularly in the areas of gift processing and recordkeeping.

Primary Duties and Responsibilities

- Post gift and pledge payments for the University, Foundation and Alumni Association to the Banner system ensuring accuracy of funds.
- Assist in implementation of online gift giving process.
- Process all online gifts, posting to the Banner system ensuring accuracy of gifts and related funds.
- Process and finalize Executive Director's mailing code list correspondence, keeping information up-to-date.
- Research and utilize "green" techniques to better serve constituents (such as employing use of e-mail addresses whenever possible.)
- Provide assistance in researching lost alumni, tracking individuals and loading data into Banner, utilizing all available resources in search process.
- Assist with scheduling and preparation of special events/meetings (Plant the Campus Red, President's Box, etc.).
- Maintain activity codes in Banner for all receptions, meetings, etc.
- Assist in gift and pledge acknowledgement process.
- Assist Alumni Relations and Athletics on special projects during peak periods.
- Provide compilation of University and Foundation scholarship account information to departments, including account balances as needed.
- Provide assistance for Office Supervisor.
- 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 work some nights and weekends.
- Ability to establish and maintain an organized filing system.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two year college degree in office administration.
- Previous office experience.

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