

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.

**Transcript Analyst  
Office of the Registrar  
Regular Full-Time Position  
Position Number 473010**

**General Description**

The Transcript Analyst is under general supervision of the Assistant Registrar and is primarily responsible for supervising and performing transfer evaluations, articulation agreements, special student certification and registrations and coordinating and maintaining the Office of the Registrar's Web page for transfer credit articulation.

**Primary Duties and Responsibilities**

- Supervise the transfer evaluation process.
- Evaluate academic credentials submitted by students transferring to the APSU from other colleges and universities.
- Evaluate all non-traditional college credit, including but not limited to, Military Service experience using the appropriate ACE Guide recommendation.
- Evaluate foreign transcripts using the appropriate AACRO Guide recommendation.
- Liaison with Deans, Department Chairs, Admissions Office, and Community Colleges concerning articulation guidelines and transfer equivalencies 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.
- Coordinate and maintain the Office of the Registrar's Web page for the transfer evaluation area.
- Collect and record data for analytical studies via FOCUS and BANNER computer programs.
- Certify the over-60 years of age audit and students with disability fee discounts.
- Process Coursework Approval forms.
- Process Course Repeat Cards.
- Assist Registrar and Assistant Registrar with major projects (ie. Bulletin, Banner conversion, etc.)
- Ombudsman for students' complaints and problems concerning all areas.
- Coordinate the automation of pre-1979 records.
- Assist with the registration process.
- 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 create computer reports using FOCUS and/or other appropriate reporting software, including Banner reports.

### **Essential Functions continued**

- Ability to act independently.
- Ability to effectively collect, interpret and present statistical data.

### **Minimum Required Qualifications**

- High school graduate or equivalent.
- Two years of higher education experience.
- Keyboarding test.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Two years college highly preferred.
- Keyboarding score of 55 wpm.
- Three years of experience working for an institution of higher learning.
- Knowledge of Banner student information systems.
- Experience in web page development.

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