

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.

**Certification Analyst 1
Office of the Registrar
Regular Full-Time Position
Position Number 478010**

General Description

The Certification Analyst is responsible for maintaining and managing all student records, working with students and faculty in resolving various problems related to student records and the preparation of semi-monthly and monthly payrolls.

Primary Duties and Responsibilities

- Responsible for assisting Registrar with NCAA and OVC certification of student-athletes.
- Serve as departmental liaison with Athletic Department relative to NCAA certification.
- Responsible for student financial aid related certifications, scholarship and good standing certifications.
- Process enrollment verifications.
- Supervise the microfilming of permanent records, and computer based indexing system for the retrieval of microfilmed records.
- Supervise the reading/printing of the permanent records.
- Responsible for clearinghouse transmissions for enrollment certification and degree verifications.
- Process name changes in Banner Student.
- Make appointments and prepare documents needed for the Academic Student Standing Committee.
- Prepare semi-monthly and monthly payrolls.
- Communicate with faculty and students to resolve permanent record problems.
- 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 effectively collect, interpret and present statistical data.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Keyboarding score of 50 wpm.
- Two years college.
- One year of university experience.
- Sungard SCT Banner experience.

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