

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.

**Programmer/Analyst
Information Technology
Position Number 372200**

General Description

The Programmer/Analyst works under general supervision of the Manager of Analysis and Programming. This person provides support to appropriate University offices. The Programmer/Analyst is expected to write, modify, test and document computer programs based upon supplied specifications. Programs are generally written in ProC, and SQL/PL-SQL.

Primary Duties and Responsibilities

- Write, modify, test and document application software programs.
- Maintain in-house and vendor-supplied software.
- Provide support for ERP system
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, MS Word, MS Excel, MS Access, 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 accurately write, modify, test and document software requests from University offices.
- Ability to work independently and think clearly, creatively and logically.
- Ability to grasp new concepts quickly.
- Ability to read and utilize technical manuals.
- Knowledge of ProC,SQL,HTML,ASP,Unix and Oracle.
- Knowledge of relational databases.

Required Minimum Qualifications

- Bachelor's degree with a computer science major.
- A background and credit history check will be required of the selected applicant.

Additional Preferred Qualifications

- Some job related programming experience (using C or SQL).
- Familiarity with SungardHE software, Oracle developer tools and report writer software.
- Experience with Unix commands.
- Experience working in an educational environment.

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