

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 (Graduate Admissions Processor)
Admissions
Regular Full-Time Position
Position Number 432100**

General Description

Responsible for the processing of graduate applications to Austin Peay State University and other admissions-related, administrative functions. The Technical Clerk – Graduate Admissions Processor reports to the Admissions Office Supervisor.

Primary Duties and Responsibilities

- Process graduate applications for applicants to the APSU main campus and Fort Campbell campus, while working primarily at the main campus Office of Admissions.
- Analyze transcripts to identify graduation dates, cumulative GPA, dates of attendance, determine credits attempted and points received, ensure all colleges are properly identified, and to determine if all TBR requirements have been met. Analyze standardized test scores.
- Review graduate admission and determine eligibility for departmental referral and/or dean's review for graduate admission consideration, based on the analysis of data and TBR policies and APSU requirements. Make residency decisions for all applicant files.
- Process application fees by collecting payments, balancing funds, maintaining records, and depositing fees with the Business Office.
- Maintain a high level of quality control by generating existing reports and analyzing data from technical Banner reports, as scheduled.
- Respond to all telephone, email, and AP Web inquiries regarding admissions application processing, in an effective and timely manner.
- Meet with and counsel prospective students and families regarding admissions application processing.
- Participate in workshops and/or seminars, on and off campus, to broaden skills and enhance application processing abilities, as assigned.
- Seek out and initiate methods of applications processing to produce greater efficiency.
- Maintain and produce all admissions decision and missing information correspondence to applicants.
- Effectively work with personnel in the Office of the Registrar, Student Financial Aid, Student Health Services, Fort Campbell Education Center, graduate coordinators, departmental/school chairs/directors regarding application processing.
- Act in a supporting capacity for all Admission Office activities including but not limited to international and undergraduate application processing, front line telephone, email, mailing, reception activities, when necessary.
- Supervise student workers, graduate assistants, and interns, as necessary or assigned.
- Assist with the coordination of and participate in special events including but not limited to Main Campus and Fort Campbell registrations, AP Day, Summer Welcome, and other special recruitment events.
- Drive prospective students and/or current students for campus tours and other University events, when required.
- Serve on University and Tennessee Board of Regents task forces and committees, as assigned.
- Perform other job related duties, as assigned.

Essential Functions

- Ability to effectively use administrative computer hardware and software to complete tasks.
- Ability to appropriately and effectively accomplish all primary duties and responsibilities.
- Ability to communicate effectively, including the use of proper etiquette.
- Ability to properly manage University monies.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations.
- Ability to coordinate special projects, as assigned.
- Ability to accurately prepare, evaluate, and process records and reports.
- Ability to work independently.
- Must possess excellent organizational skills.
- Must be flexible to work evening or extended hours, as needed.

Minimum Qualifications

- High school graduate or equivalent.
- Personal computer experience.
- A background check will be required of the successful applicant.

Preferred Qualifications

- Microsoft Office suite experience.
- Experience working in a University environment.

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