

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
Office of the Registrar
Regular Full-Time Position
Position Number 331360**

General Description

The Technical Clerk is under general supervision and is primarily responsible for evaluating and loading transfer credits and updating transfer articulation agreements for Tennessee Board of Regents (TBR) community colleges and Hopkinsville Community College (HCC).

Primary Duties and Responsibilities

- Evaluate and load academic credentials submitted by students transferring to APSU from Tennessee Board of Regents (TBR) Community Colleges and Hopkinsville Community College (HCC).
- Evaluate and load all non-traditional college credit, including but not limited to Military Service experience, using the appropriate ACE Guide recommendation.
- Update and disseminate articulation agreements between the associate degree programs offered by the TBR Community Colleges and Hopkinsville Community College and the baccalaureate degree programs offered at the University.
- Assist current, prospective and previous students with inquiries concerning transfer credit evaluations.
- Assist with on-sight APSU registrations at TBR community colleges and HCC, requiring some day and overnight travel.
- Code probation and suspension information for transfer students.
- Process coursework approval forms.
- Assist in the automation of pre-1979 records.
- Assist with conducting the transfer session during summer and winter welcomes.
- Assist with the registration process.
- Automate files by loading credit and updating Banner.
- 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.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Some college highly preferred.
- One year of experience working for an institution of higher learning.
- Keyboarding score of 45 wpm.
- Knowledge of university student information systems or Banner report-writing program.

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