

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
Title III Grant
Regular Part-Time (83% - 31.13 hours per week)
Grant-Funded Position
Continuation Contingent Upon Available of Funding
Position Number 342200

General Description

The Technical Clerk is under the general supervision of the Title III Grant - Center for Teaching and Learning (CTL) Director performing office management and clerical duties for the Title III Center for Teaching and Learning. This position will also assist CTL staff members. The incumbent is responsible for all accountability reports and other reporting required by APSU's acceptance of the Title III Grant and for projects associated with the Center for Teaching and Learning.

Primary Duties and Responsibilities

- Serve as office manager for the Center for Teaching and Learning and assure that all office procedures are in compliance with federal, state and university policies and procedures.
- Perform clerical duties related to the CTL activities and initiatives.
- Maintain records and process forms necessary for the Center for Teaching and Learning and the University (purchase orders, travel forms, payroll forms, contracts, requisitions, etc)
- Assist with program event coordination and documentation.
- Process and log incoming mail to the Center for Teaching and Learning.
- Maintain CTL calendar in conjunction with staff calendars.
- Manage system for office monitoring of Center for Teaching and Learning activities and initiatives to ensure all required tasks for federal compliance are performed in a timely fashion.
- Effectively communicate with university employees, the public and students to answer programmatic inquiries and, when necessary, direct inquiries to the appropriate staff member.
- Develop routine correspondence, reports, budgets and other reporting required by the Title III and Center for Teaching and Learning activities and initiatives.
- Assist with regular budget analyses of expenditures, reconciliation and management of expenditures on grant account; serve as liaison between CTL Activity Director and/or CTL Director and University Business Office.
- Operate under federal, state and university budget compliance regulations.
- Monitor budgets and federal forms for activity reports.
- Maintain and reconcile federal budgets with university budgets.
- Distribute information regarding CTL activities to university administration, staff and faculty.
- Assist in planning, coordinating and implementation of CTL initiatives and special events such as faculty professional development events, course redesign projects, advising liaison activities and student success activities.
- Set up and maintain spreadsheets as well as prepare data analysis reports for CTL activities and initiatives.
- Guide and monitor work of student employees in concert with the Activity Director/Student Success Specialist.
- Perform other job-related duties as assigned.

Essential Functions and Abilities

- Ability to maintain confidentiality.
- Ability to detect and correct grammatical and spelling errors.
- Ability to efficiently operate a computer and software. .
- Ability to maintain files accurately, in paper and in e-file.
- Ability to communicate effectively.
- Ability to record and transcribe minutes from meetings.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to work in a face-paced environment.

Required Minimum Qualifications

- High School graduate or equivalent
- Previous clerical experience
- Computer proficiency to include Microsoft Office Suite
- A background check will be required of the successful applicant.

Additional Preferred Qualification

- Associates degree and/or a minimum of two years of college
- Experience with bookkeeping
- Experience working with federal grants

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