

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
University Advancement
Regular Full-Time Position
Position Number 520010**

General Description

The Technical Clerk is under general supervision and performs secretarial/clerical duties for the department. The incumbent works particularly in the areas of donor research and recordkeeping.

Primary Duties and Responsibilities

- Maintain up-to-date lists for the APSU Bass Tournament and Golf Tournament.
- Maintain lists of prospective members for Tower Club.
- Prepare mailings for Tower Club, etc.
- Assist in arranging all receptions, meetings, etc., of the Tower club and other groups.
- Assist in scheduling special events/meetings.
- Coordinate Convocation Picnic and assist with Press Box, Open House, etc.
- Assist Alumni Relations and Athletics on special projects, as needed.
- Prepare correspondence for department as needed.
- Post gift and pledge payments for the University Foundation and Alumni Association to the Banner system ensuring accuracy of funds.
- Prepare travel claims and reimbursement forms for the Director of Corporate Relations.
- Complete time sheets for office staff.
- Answer telephone and greet guests of the Advancement Office.
- Provide assistance for Office Manager.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a calculator, 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 accurately reconcile budget statements and keep records of all office financial transactions and expenditures.
- Ability to answer phones and greet all stakeholders in a professional manner.

Required Minimum Qualifications

- High school graduate or equivalent.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two year college degree in office administration.
- Previous office experience highly preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS