

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
Admissions
Regular, Full-time Position
Position Number 219120**

General Description

The Technical Clerk reports to the Office Supervisor and is responsible for admissions processing in the GoArmyEd portal for soldiers who are enrolled or enrolling at the Fort Campbell Center and the main campus. This position is located at the Fort Campbell Center and serves as the liaison between soldiers and Admissions, Office of the Registrar, Business Office and Army Education counselors.

Primary Duties and Responsibilities

- Process undergraduate CTAM applications for soldiers enrolled or enrolling at the Fort Campbell Center and the main campus.
- Process undergraduate and international civilian applications for main campus and Fort Campbell applicants as assigned.
- Serve as liaison between soldiers and Admissions, Office of the Registrar, Business Office and Army Education Counselors.
- Analyze high school transcripts to identify graduation date and cumulative GPA and to determine if all TBR requirements have been met. Analyze college transcripts to verify dates of attendance, identify cumulative GPA, determine credits attempted and points received and to ensure all colleges are properly identified; analyze standardized test scores.
- Make acceptability decisions 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 in an effective and timely manner to all telephone, email and AP Web inquiries regarding admissions application processing.
- Meet with and counsel prospective students and families regarding admissions application processing.
- Participate in workshops and/or seminars, both 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.
- Adhere to the deadlines set by the Army for all activities for which this position is responsible.
- Review soldier's class registrations through the GoArmyEd portal; troubleshoot any problems and direct soldiers to the appropriate department or individual for resolution.
- Effectively work with personnel in the Office of the Registrar, Student Financial Aid, Student Health Services and Fort Campbell Center regarding application processing.
- Supervise student employees as assigned.

Primary Duties and Responsibilities continued

- Participate in and assist with the coordination of special events to include 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 as required.
- Serve on University and TBR task forces and committees as assigned.
- 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.
- Ability to coordinate special projects as assigned.
- Ability to accurately prepare, evaluate and process records and reports.
- Ability to work independently.
- Ability to work evenings or extended hours as needed.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Experience using Microsoft Office Suite.
- Experience working in a university environment.

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