

*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.*

**Administrative Assistant 2  
WN Daniel African American Cultural Center  
Regular Full-Time, 9-Month Position  
(August 16 – May 15)  
Position Number 489010**

**General Description**

The Administrative 2 is under the direction and supervision of the Director and is responsible for the coordination of communications and work flow of the Center. In keeping with standards of excellence and professionalism in office management and secretarial practices, the employee is to perform duties and related services that assist the Director in the overall operation of the Center.

**Primary Duties and Responsibilities**

- Oversee the efficient functioning of the Center in relation to maintaining adequate levels of office supplies, necessary forms and related materials--purchase office supplies after approval, establish and maintain necessary records and files for the office, maintain calendars of appointments and important dates pertinent to the functions of the Center and the University, maintain security of the Center and associated files and equipment, be conversant with the necessary forms used by the Center and the University and manage the distribution and collections of on-campus and first class mail.
- Assist with program event coordination and evaluation.
- Track and assist the Director with assessment of Center budgets and other fiscal records related to program development and implementation, to include responsibility for initiating personal service contracts, honorariums and other forms of fee payments.
- Establish and maintain ongoing working relationships with other University offices and external resources related to preserving optimal office operations.
- Effectively communicate with the public and answer programmatic inquiries as well as those pertaining to Center policies and procedures and relevant University policies and procedures.
- Supervise and train student employees to include gathering and preparing information for appointment of student employees, maintaining time records and submitting necessary payroll reports according to established schedules and procedures.
- Request use of University facilities for Center events, oversee and coordinate the use of Center facilities by student organizations and other University and non-University groups.
- Oversee and/or directly perform secretarial and other tasks related to the Director's academic and professional responsibilities including transcribing and/or composing written work.
- Assist in the preparation of press release data for submission to the Public Relations Office regarding program events and other documents for public distribution and help to edit the Center's newsletter.
- Assist in the planning, coordination and implementation of student based activities such as leadership retreats, student organizational projects and assist with student related questions, concerns and problems.
- Perform other job-related duties as assigned.

- 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 exercise good, independent judgment in evaluating unusual programmatic situations.
- Ability to promote a professional and inviting office environment.
- Ability to work effectively in high stress/high visibility position.
- Ability to be self-starting and to work independently.
- Ability to make accurate mathematical computations.
- Ability to effectively hire, train, supervise and evaluate students and other assigned workers.
- Ability to effectively manage office work flow.

#### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Previous experience using Microsoft Office and Desktop Publishing.
- Keyboarding exam and score of 45 wpm typing.
- A background check will be required of the successful applicant.

#### **Additional Preferred Qualifications**

- Experience working in a university environment.
- Previous office experience.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**

**Essential Functions**