

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 – Art
Regular Full-Time Position
Position Number 036011**

General Description

The Administrative Assistant 2 is under general supervision of the Chair of the Department of Art and performs secretarial duties for the Departments of Art and the Trahern and Larson Galleries.

Primary Duties and Responsibilities

- Maintain attendance records on faculty, staff and student employees.
- Maintain budget records for all accounts related to named departments, exclusive of Center budgets for these areas.
- Provide monthly budget updates to each department, area and concentration.
- Answer the telephone and e-mails in a professional manner. Provide faculty and staff with phone messages or appropriately forwarded e-mails.
- Type and photocopy all forms related to purchases, contracts, work orders and curricular materials (such as department/college/university curricular forms, tests, syllabi, textbook requests, royalty paperwork, music rights, etc.), as well as any other forms required by the University's recordkeeping practices.
- Submit purchase orders and maintain records of all purchases for named departments.
- Maintain access to current University forms and working currency in University-selected software for word processing, data bases and data reporting.
- Attend faculty meetings; take and distribute minutes.
- Advertise vacant faculty positions, maintain files on all applicants and assist search committee chairs as needed.
- Collect and distribute the daily mail; update faculty and staff mailboxes each semester.
- Prepare and mail information dealing with the named departments.
- Prepare and process key requests, travel authorizations, travel claims, vehicle requests, etc.
- Maintain a calendar/record of Trahern room usage and availability.
- Assist students and the community with departmental information, as well as gallery productions.
- Assist students registered in web classes via telephone or e-mail.
- Proctor graduating seniors' exit exams for major areas.
- Coordinate the proctoring of student course evaluations.
- Supervise departmental student office workers.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a typewriter, 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 process all work in a timely manner.

Required Minimum Qualifications

- High school graduate or equivalent.
- Previous secretarial experience.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant

Additional Preferred Qualifications

- Familiarity with a university setting and/or college coursework.

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