

*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  
Career, Advising & Testing Services  
Regular Full-Time Position  
Position Number 496120**

**General Description**

The Administrative Assistant 2 is under general supervision of the Testing Coordinator and Director of Career, Advisement and Testing Services and performs secretarial/clerical duties for the Testing Center.

**Primary Duties and Responsibilities**

- Serve as office manager for the Testing Center and assure that office procedures are in line with APSU and TBR policies and procedures.
- Train and supervise student employees in concert with the Testing Coordinator.
- Receive guests and schedule appointments.
- Prepare/type departmental correspondence, reports and other documents.
- Maintain office inventory of software and supplies.
- Prepare and process requisitions for testing materials, software, office supplies and equipment.
- Maintain office personnel records including payroll, leave forms, attendance, etc. for staff and student employees.
- Prepare and process travel and other expenditure requests for staff.
- Process, sort and distribute all in-coming and out-going mail.
- Maintain and update testing information on the testing log and webpage.
- Maintain accounting records of departmental budgets.
- Responsible for the collection of data and the preparation of semester reports.
- Prepare brochures and other publications.
- Participate in evening and weekend testing activities.
- 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 maintain budgetary accounting records.

**Required Minimum Qualifications**

- High school graduate or equivalent;
- Keyboarding exam and score of 45 wpm.
- Computer and word processing skills.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- One year of office experience.
- Testing experience.

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