

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
Chemistry
Regular Full-Time Position
Position Number 026011**

General Description

The Administrative Assistant 2 is under general supervision of the Department Chair and performs general secretarial duties for the Chair and other faculty members.

Primary Duties and Responsibilities

- Type tests for laboratories and lectures, purchase orders and other correspondence.
- Order office and instructional supplies as needed.
- Process various forms such as schedule of classes, catalog changes, teaching load forms, payroll forms (for faculty, secretary and student employees), syllabi for chemistry classes, travel claim forms, etc.
- Answer two telephone lines and serve as receptionist for the Chemistry Department.
- Pick up and distribute mail to appropriate faculty members.
- Type laboratory experiments; use word processor for various assignments, (letters of recommendation to professional schools, lab experiments and recruiting letters to prospective students, etc.)
- Responsible for departmental files.
- Supervise student employees.
- Assist faculty members in preparation of seminars and workshops.
- Attend APSU training workshops as necessary.
- 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 accurately prepare and process records, requisitions and reports.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two years of previous office experience.
- Knowledge of chemistry.

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