

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
Communication and Theater
Regular Full-Time Position
Position Number 158010**

The Administrative Assistant 2 is under general supervision of the Chairperson of the Department of Communication and Theater and is responsible for the secretarial duties of fourteen faculty members in the department. The Secretary works very closely with the Center for the Creative Arts as the department is a part of the Center.

Primary Duties and Responsibilities

- Responsible for the upkeep of three different budgets (Departmental, Drama, and Radio Station).
- Type purchase orders, call for bids and process all invoices which come directly to the department.
- Organize and type correspondence familiar with SIS.
- Arrange for classes at FCC.
- Aid in organizing annual report, textbook ordering, scholarships and recruitment.
- Prepare and support work schedules for student workers.
- Attend and take minutes at faculty meetings.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 make mathematical computations and tabulations accurately.

Required Minimum Qualifications

- High school graduate or equivalent.
- One year of previous office experience.
- Computer and word processing proficiency.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

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