

*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  
Center for the Creative Arts  
Regular Full-Time Position  
Position Number 885010**

**General Description**

The person in this position works under the general supervision of the Manager and performs all clerical and secretarial duties for the Center.

**Primary Duties and Responsibilities**

- Prepare, check and review detailed financial records.
- Perform routine clerical tasks to include typing of correspondence and documents for attendance, purchasing, travel, etc.
- Study, interpret and enforce University policies and procedures governing the hiring and supervision of student employees (FWSP, general campus, scholarship, and graduate assistants).
- Establish and maintain mailing lists and labels as required.
- Sort mailings according to U.S. postal regulations and deliver to post office.
- Make contacts with the public, persons in other departments and entities outside the University for the purpose of furnishing and obtaining information.
- 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 maintain accurate departmental files.
- Ability to prepare accurate records and reports.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Previous office experience.
- Proper telephone etiquette.
- Keyboarding of 45 wpm and keyboarding test.
- Knowledge of WordPerfect or MS Word.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Previous bookkeeping experience.
- Two years of office experience in a position of increasing responsibility.
- Computer skills and experience using Excel and Access.

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