

*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  
Disability Services  
Regular Full-Time Position  
Position Number 531560**

**General Description**

The Administrative Assistant 2 is under general supervision of the Director of Disability Services and is responsible for providing services to disabled students, to include coordination of the services for students with disabilities faculty and administrative offices in meeting the academic and social needs of qualified students.

**Primary Duties and Responsibilities**

- Serve as office manager and assure office procedures are in line with APSU and TBR policies and procedures.
- Serve as receptionist and assist visitors.
- Responsible for filing all correspondence.
- Receive telephone calls; provide general information and direct calls to appropriate personnel.
- Prepare correspondence, memos, reports and other correspondence.
- Process requisitions for all office supplies and equipment.
- Process all in-coming and out-going mail; sort and distribute as appropriate.
- Maintain personnel records including payroll and leave forms, etc. for staff and student employees.
- Process payments with the Business Office.
- Maintain office inventory of supplies.
- Receive office visitors, scheduling appointments as appropriate.
- Maintain accounting records on budgets for which the Director is responsible.
- Hire, supervise, schedule, train and evaluate student employees in concert with central office staff.
- Maintain updated office procedures manual for student and other office employees.
- Assist administrative staff with the preparation of routine correspondence, work orders and other printed materials.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate an electronic typewriter, 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 effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner.
- Ability to learn the Banner Software System and other information sources to compile data.
- Knowledge of the computer-aided technology used by students with disabilities.

### **Minimum Required Qualifications**

- High school graduate or equivalent.
- One year of previous office experience.
- Computer and word processing skills.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.
- If applicable, an official transcript will be required for the successful applicant.
- Names, addresses and phone numbers of three (3) references will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Good organizational skills and supervisory ability highly preferred.
- Experience in providing services for individuals with disabilities and previous vocational rehabilitation experience.

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