

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
Educational Opportunity Center
Full-Time Grant-Funded Position
Position Number 919130
(Renewal contingent upon Grant Renewal)**

General Description

The Administrative Assistant 2 is under general supervision of the Director and is responsible for performing secretarial duties for the Center.

Primary Duties and Responsibilities

- Track participants' progress; run reports for documentation.
- Answer telephone, providing information to callers; transfer calls to appropriate person, open and distribute mail, maintain office filing system, schedule appointments for office staff and make copies.
- Address walk-in traffic.
- Guide and monitor the work of student employees in concert with the Director.
- Maintain databases for departmental budgets, tracking of participants and attendance.
- Monitor, balance, record and report on a monthly basis all expenditures of the yearly federal grant budget.
- Maintain and update an accurate list of all current participants, their addresses and phone numbers and a mailing list of participants for the last three grant years.
- Assist applicants with completing necessary documentation prior to receiving project services; acquire documentation to complete participants' records.
- Compose and/or edit routine and non-routine correspondence; type correspondence using word processing software.
- Maintain attendance records and process time sheets for staff and student employees.
- Make travel reservations; prepare travel authorizations and expense claims.
- Compile and prepare five years of projected budgets for grant proposals.
- Create/update office forms; maintain inventory of equipment and supplies.
- Assist with assembling data for reports.
- Record staff meeting minutes.
- 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.
- Must have good organization skills and be able to prioritize work.
- Ability to respond to applicants' questions about the grant program.

Required Minimum Qualifications

- High school graduate or equivalent.
- Keyboarding exam and score of 45 wpm.
- Two years previous office experience.
- Experience with Microsoft Office.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Bachelor's degree.
- Knowledge of federal TRIO programs and grant regulations.
- Familiarity with higher education setting and its terminology.

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