

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
College of Education
Regular Full-Time Position
Position Number 397100**

General Description

The Administrative Assistant 2 serves as the central point of information for the Departments of Teaching and Learning and Education Specialists, greeting visitors, assisting students and faculty with general information and answering phone calls.

Primary Duties and Responsibilities

- Serve as the central point of information for the Departments of Teaching and Learning and Education Specialist; greet visitors, assist students and faculty with general information; answer phone calls.
- Maintain chairs' appointment calendar, policy manuals and office files.
- Assign students to advisors, input changes into information system, add classes and input permits, work with the Office of the Registrar concerning student and class-related issues.
- Prepare instructional load/teaching load credit forms for faculty.
- Request computer access and order keys for new personnel.
- Prepare supplemental pay forms, adjunct contracts and dual service agreements; maintain departmental personnel files; collect information for new faculty hires. Correspond with adjunct faculty concerning payroll issues.
- Prepare travel forms for faculty and Chairs; assist with travel arrangements. Maintain travel budget and rectify differences with Business Services.
- Maintain inventory of departmental equipment. Prepare forms and coordinate transfer of equipment. Perform annual physical inventory and rectify differences with Physical Plant personnel. Monitor equipment budget.
- Serve as key operator for copy and fax machine.
- Coordinate events such as receptions and luncheons.
- Schedule and coordinate the evaluation process.
- Order textbooks each semester.
- Work with Administrative Specialist on student- and program-related activities.
- Distribute mail; record minutes of 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.

Required Minimum Qualifications

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

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