

*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  
Engineering Technology  
AP Center at Fort Campbell  
Regular Full-Time Position  
Position Number 204010**

**General Description**

The Administrative Assistant 2 is under the general supervision of the Chair of Engineering Technology and is primarily responsible for general departmental office duties.

**Primary Duties and Responsibilities**

- Manage department office; applying relevant APSU policies, procedures, Banner and ARGOS.
- Prepare payroll documents, faculty teaching load forms, adjunct faculty contracts, purchase orders, receiving reports and other forms as necessary.
- Maintain faculty and student files.
- Assist in hiring student employees, supervise office help and manage student employee payroll.
- Assist department chair in preparation of correspondence; schedule meetings and maintain minutes.
- Prepare and enter course schedules, prepare forms for substitutions and other student record documents and assist in other administrative duties.
- Assist faculty in scheduling meetings with students for advisement; aid with documentation.
- Assist with preparation of publications, grant proposals, purchase orders and documents required by the University.
- Assist students; set up appointments with faculty for advising and other assistance; help students with University paperwork and in interactions with other APSU offices.
- Assist in recruiting efforts; prepare and mail personalized recruiting packets to prospective students; assist prospects in meeting with faculty advisors; assist with the admissions process and in interactions with other APSU offices.
- 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 effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner.

### **Required Minimum Qualifications**

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

### **Additional Preferred Qualifications**

- Certified Professional Secretary certification.
- Associates degree.
- Familiarity with SungardHE Banner.
- Previous work experience in both military and university environment highly preferred.

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