

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
Extended Education
Regular Part-Time Position (75%)
Position Number 202010**

General Description

The Administrative Assistant 2 is under the general supervision of the Director of Extended Education and is responsible for providing clerical support to the Director and ensuring office operations are efficient and effective.

Primary Duties and Responsibilities

- Perform routine clerical duties such as typing, forms preparation, duplicating and filing.
- Answer Extended Education and English as a Second Language Institute phone calls and inquiries. (May include composition of communication and reports).
- Prepare correspondence with students served by Extended Education (off-campus, ESL, dual enrollment)
- Communicate with faculty utilized by Extended Education credit programs.
- Maintain files for Extended Education credit and ESL programs.
- Set-up and maintain a database for Extended Education, with guidance from the director.
- Gather material and assist in the preparation of written reports (annual and budget).
- Provide research assistance via the web and reference books.
- Reconcile deposits, refunds, and expenditures in specified accounts; maintain spreadsheet of all financial information.
- Prepare daily deposit of non-credit revenues.
- Balance petty cash on a weekly basis.
- Prepare quarterly report to THEC of Workforce Investment Act students.
- Provide THEC with updates to WIA training provider webpage listings (tuition updates and new programs that need to be added.)
- Assist the Extended Education director with marketing programs.
- Schedule meetings and maintain a calendar for Extended Education director.
- Maintain procedure manuals for Extended Education and ESL.
- Requisition and maintain records of office supplies and equipment.
- May assist in preparation of class packets, non-credit registration, customer service and summarizing course evaluations.
- Assist with campus mail.
- 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 understand the use and preparation of office forms (work orders, purchase requisitions, payroll documents, etc.).

Essential Functions continued

- Ability to prepare accurate records and reports.
- Ability to gain new skills as may be required by such things as changing technology.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Associates degree in secretarial science.
- Previous higher education experience.

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