

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
Hispanic Cultural Center
Regular Full-Time ModFY - 10 Month (August 1 – May 31)
Position Number 555400**

General Description

The person in this position reports to the Dean of Students (or their designee) and the academic director and serves as the receptionist for the Hispanic Cultural Center. Responsibilities include a variety of clerical duties in support of the Center's functions.

Primary Duties and Responsibilities

- Serve as receptionist for the Hispanic Cultural Center greeting and assisting visitors, directing inquiries as appropriate, answering telephones, etc.
- Perform a variety of clerical functions associated with special programs originating in the Hispanic Cultural Center.
- Provide excellent customer service.
- Arrange appointments and schedule meetings for the director.
- Open incoming mail and route to staff as appropriate.
- Assist with processing and expediting Center mailings.
- Manage budget support functions in concert with the Dean of Students.
- Manage purchasing and contract functions in concert with the Dean of Students and the academic director.
- Hire, train and supervise student employees assigned to the Center.
- Perform various other student affairs functions and clerical duties as required.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to assist in the planning, organization and implementation of programs and events conducted by the Hispanic Cultural Center.
- Ability to operate personal computer and associated software: Outlook, Word, Excel, etc. and software for student and financial information.
- Ability to communicate effectively.
- Must have excellent customer service skills.
- Ability to perform budget management support functions.
- Ability to supervise student employees.
- Ability to work well independently and as a team member.
- Ability to maintain confidentiality of records and information.
- Ability to handle multiple tasks simultaneously.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years work-related experience.
- Keyboarding test and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Spanish language skills preferred.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS