

*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  
Health and Human Performance  
Regular Full-Time Position  
Position Number 248010**

**General Description**

The Administrative Assistant 2 works under general supervision of the Chair for Health and Human Performance (HHP) and is primarily responsible for departmental clerical and secretarial duties.

**Primary Duties and Responsibilities**

- Greet and assist visitors with general information.
- Type tests, class materials, reports, minutes, and other correspondence.
- Type purchase orders, maintain receiving reports and confirm receipt of purchases.
- Answer telephone, pickup and distribute mail, prepare work orders, and prepare purchase orders and obtain bids when needed.
- Input overrides and overloads and other data into Banner; coordinate changes with the Office of the Registrar as needed.
- Assist faculty with overrides and monitor class enrollment numbers during registration.
- Prepare supplemental pay forms, adjunct contracts; maintain personnel and office files.
- Guide and monitor the work of student employees.
- Prepare faculty, staff and student timesheets.
- Assist students in obtaining an advisor and answer general questions concerning programs, classes and university.
- Check monthly operating statements for accuracy and rectify differences with Accounting Services. Report activity and balances to Chair.
- Assist Chair with annual budget request for submission to the Dean.
- Maintain inventory of office supplies and forms; inventory equipment.
- Coordinate events for chair, such as Homecoming and receptions for students.
- Maintain departmental web site.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- 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 accurate records and reports.
- Ability to problem solve, act independently, and to coordinate on-going projects.
- Must have excellent telephone skills.

**Minimum Required Qualifications**

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

### **Additional Preferred Qualifications**

- Associate's degree and 50 wpm typing preferred.
- Experience with interactive computer systems and Microsoft Word.
- Previous experience working in a university environment.

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