

*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  
Housing/Residence Life  
Regular, Full-Time Position  
Position Number 705020**

**General Description**

The Administrative Assistant 2 is under general supervision of the Assistant Director of Housing Operations and is responsible for performing various housing-related secretarial tasks.

**Primary Duties and Responsibilities**

- Answer telephone and provide general information; answer questions and direct individuals or phone calls as appropriate.
- Schedule appointments for departmental staff (discipline files).
- Manage all aspects of the Housing/Residence Life and Dining Services reception area to include assurance of an aesthetically pleasing and functional space.
- Maintain inventory of departmental materials.
- Coordinate contact with students in emergencies.
- Implement computer-based work order system for all Housing/Residence Life and Dining Services areas.
- Prepare correspondence, forms, documents and other printed materials upon request.
- Update office/staff manuals maintained in departmental office.
- Initiate mailings for all outside correspondence (applications, marketing, general information.)
- Assist with scheduling student employees and preparing correspondence needed for hiring, supervising and evaluating student office employees.
- Assist in training, supervising and evaluating student employees.
- Process and maintain office and discipline files.
- Process payroll for semi-monthly, monthly and student employees.
- Coordinate all student payroll paperwork.
- Input data and provide assistance to the Residential Management System (RMS) for APSU web-based Housing assignments.
- Provide indirect supervision to student employees.
- Assist the Director and other staff with special projects when assigned.
- 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 personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to seek out and initiate methods of conducting duties and responsibilities to produce greater efficiency.
- Ability to make accurate mathematical computations and tabulations correctly
- Ability to project a positive, customer-service attitude.
- Knowledge of Banner/RMS/OneCard software and all applications.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Two years of previous office experience.
- Proficiency in MS Word, Excel and Powerpoint.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Knowledge of Residential Management System (RMS).
- Keyboarding score of 50 wpm.

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