

*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  
Languages & Literature  
Regular Full-Time Position  
Position Number 331320**

**General Description**

The person in this position works under general supervision of the department chair and performs secretarial work in support of the departmental office.

**Primary Duties and Responsibilities**

- Prepare proposed course schedules, instructional pay sheets and instructional load forms for all regular and adjunct faculty members each term.
- Prepare vehicle registration forms for faculty members at the Ft Campbell Center each term.
- Serve as liaison between adjunct faculty and the department chair.
- Supervise the daily operation of two student computer labs.
- Guide and monitor the work of student employees in concert with the chair.
- Provide training sessions for all student workers and instructors on how to use computers, printers, networking, Microsoft Word and copy machines.
- Assist department chair in assigning and supervising work of graduate assistants.
- Prepare and distribute purchase orders, work orders and vehicle request forms.
- Assist chair and faculty with applications, itineraries and other forms for faculty applicants and interview process.
- Responsible for the security and distribution of the departmental video library, remote controls for TV/VCR's, laser pointers, etc.
- Assist the chair in the preparation of the schedule of classes offered by the department each term.
- Responsible for the data entry of term schedules, student overloads, permits and major/minor changes.
- Assist faculty in the completion of travel authorizations and travel claim forms.
- Assist the chair in monitoring the departmental budget.
- Prepare book list for the bookstore consisting of each faculty member's selection of books taught each term; order desk copies.
- Pickup and deliver mail on a regular basis.
- Maintain file on each instructor, adjunct faculty and graduate assistant.
- Maintain departmental and related web pages.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to perform basic mathematical computations (e.g. percentages) related to budget, pay sheets, etc.
- Ability to prepare and process accurate records, requisitions, timesheets and travel claims in a timely fashion.

### **Essential Functions Continued**

- Ability to supervise and operate student computer labs efficiently.

### **Required Minimum Qualifications**

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

### **Additional Preferred Qualifications**

- Keyboarding score of 50 wpm.
- Completion of some college coursework.
- Working knowledge of student information systems or Sungard SCT Banner.

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

