

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
Mathematics
Regular Full-Time Position
Position Number 101010**

General Description

The Administrative Assistant 2 is under general supervision of the Department Chair, and performs secretarial duties for the department.

Primary Duties and Responsibilities

- Serve as receptionist for the department.
- Prepare and duplicate syllabi, tests and manuscripts of a mathematical nature for faculty, to include typing, using Math Type, tables, etc., drawing mathematical diagrams and operating copier.
- Responsible for routine correspondence; occasionally compose letters and memos for departmental chairperson and faculty.
- Operate computer, using word processing (WordPerfect & Microsoft Word), Banner, Internet, Microsoft Outlook, etc., copier, and typewriter.
- Collect, sign for, and distribute mail and other correspondence to members of the department.
- Prepare and maintain records on the following forms: Authorization to Travel, Travel Claim Reimbursement, Meals for Guests, University Work Orders, Purchase Requisitions, Payroll forms for regular faculty and adjunct faculty (on campus & at Ft. Campbell Center), Teaching Load Credits, Curricular Changes, Textbook Orders, etc.
- Assist with preparation of departmental reports, bulletin entries, and other items.
- Prepare class schedule related items.
- Process paperwork for hiring new faculty members, both regular and adjunct. Make reservations for lodging and submit forms for reimbursement of traveling expenses.
- Oversee hiring, payroll time cards, and supervision of student workers.
- Monitor office supplies and reorder when necessary.
- Maintain inventory of equipment, etc. for department.
- Place work orders for maintenance and repairs.
- Occasionally supervise quizzes in absence of instructors.
- Assist with preparation of departmental contests, receptions, etc.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to effectively operate a personal computer and associated software.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain an accurate filing system.
- Ability to accurately prepare and process records, requisitions, and reports.

Required Minimum 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

- University experience.
- Office experience in a position of responsibility.
- Familiarity with mathematical concepts and notation.

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