

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
School of Nursing
Regular Full-Time Position
Position Number 272010**

General Description

The Administrative Assistant 2 is under the general supervision of the Director of the School of Nursing and performs secretarial and office management duties for the School, including supervision of student employees.

Primary Duties and Responsibilities

- Answer telephone and provide information to callers; route calls to the appropriate individual.
- Greet visitors, ascertain nature of business, provide proper information or conduct visitor to appropriate individual.
- Take and transcribe dictation from notes or machine.
- Type correspondence, purchase orders, forms, reports, routine letters, memoranda and other documents.
- Assemble information for various reports and projects.
- Supervise student employees (hiring, dismissal, coordination of time schedules, attendance reports, etc.)
- Maintain student and faculty departmental personnel files.
- Type and compile statistical report data to the Tennessee Board of Regents, University, National League for Nursing, Tennessee State Board of Nursing and others as requested by the Director.
- Order all clinical, office and administrative supplies.
- Serve as Notary Public for School, providing services at no cost to the students and/or faculty.
- Complete the "Authorization for Certification to Sit for State Board Licensure in the State of Tennessee" for each graduate and coordinate efforts with the State Board of Nursing for the licensure.
- Serve as public relations representative per the instructions of the Director.
- Inventory all equipment and supplies assigned to the School of Nursing.
- Evaluate departmental budget status on a monthly basis, providing update to the chairperson and other appropriate school committees.
- Maintain departmental travel documents for clinical travel.
- Prepare and maintain travel forms and travel register for faculty conference/seminar travel.
- Serve as the contact person for coordinator or repair of facilities, i.e. maintenance work orders for painting, general repairs, etc.
- Assist Director in other routine tasks such as corresponding with prospective nursing students, clinical sites and donor resources.
- Prepare monthly recruitment reports.
- Coordinate use of all facilities as required by the School of Nursing.
- Coordinate School functions as instructed by Director.
- Solicit bids (annually) for graduate pins and rings; place orders for graduation items to include graduate photographs.
- Verify student and faculty licensure.
- Prepare and maintain minutes of faculty organizational meetings.
- Prepare and maintain multiple databases.
- Submit School of Nursing class schedule through appropriate software.
- Prepare and maintain student correspondence per instructions of the Director.
- Prepare and process clinical affiliation contracts.

Primary Duties and Responsibilities Continued

- Order and process required proficiency assessment tools.
- Update and maintain course syllabi and related course materials on University web learning platform and in hardcopy; process course exams as needed.
- 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 create and manage database systems.
- Ability to manage information in compliance with HIPPA and FERPA regulations.
- 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 schedule and coordinate School activities.
- Ability to manage basic budgetary systems and records.
- Ability to maintain productivity in an environment with frequent interruptions.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office experience, preferably in an education context or equivalent post-high school professional training.
- Computer skills.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Certification as a Professional Secretary or willingness to earn this designation is highly preferred.
- Familiarity with University policies and procedures.

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