

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
Geographic Information Systems (GIS) Center
Regular, Part-Time Grant Funded Position - 75% (28.13 hours per week)
(Renewal contingent upon continuation of grant funding)
Position Number 330075

General Description

The GIS Administrative Assistant 2 position is under general supervision and performs secretarial duties and other assigned tasks under the direction of the GIS Center Manager.

Primary Duties and Responsibilities

- Answer telephone, provide general information and direct calls to appropriate persons.
- Pick up campus mail; sort and distribute accordingly.
- Type letters, memoranda, contracts and other correspondence.
- Prepare and process purchase requisitions, purchase orders, travel claims and other documents as needed.
- Maintain personnel files on student employees.
- Maintain records for semi-monthly and monthly payrolls.
- Maintain accurate and organized files.
- Prepare and maintain accurate budget reports, to include expenditures and reconciling account summary
- Prepare introduction packets for prospective clients
- Maintain accurate client contact database.
- Prepare and distribute invoices.
- Identify source of funds for grant proposals for faculty and staff.
- Prepare travel arrangements for seminars and presentations.
- Run occasional off-campus errands.
- 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 and willingness to learn new software related to GIS.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two years of office experience in a position of increasing responsibility.

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