

*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  
Professional Studies  
Regular Full-Time Position  
Position Number - 331315**

**General Description**

The Administrative Assistant 2 is under general supervision of the Chair of Professional Studies and is primarily responsible for general departmental secretarial duties.

**Primary Duties and Responsibilities**

- Manage departmental office, answer and direct phone calls, prepare correspondence, schedule meetings and keep minutes.
- Prepare payroll documents, faculty teaching load forms, adjunct faculty contracts, purchase orders, receiving reports and other forms as necessary.
- Assist with hiring of student employees, supervising office assistance and managing student employee payroll.
- Assist students—set up appointments with faculty for advising and other assistance, help students with university paperwork and in interactions with other APSU offices.
- Assist in recruiting efforts—prepare and mail personalized recruiting packets to prospective students, assist prospects in meeting with faculty advisors, assist with the admissions process, etc.
- Prepare and enter course schedules, prepare forms for substitutions and other student record documents.
- Assist with the application and registration processes for Professional Studies students.
- Send correspondence to potential majors concerning degree and program information.
- Assist current, prospective and previous students with inquiries concerning programs of study.
- Assist faculty in scheduling meetings with students for advisement and aid with documentation.
- Assist with preparation of publications, grant proposals, etc.
- 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 prioritize work, work independently and meet deadlines in a fast-paced environment.
- Ability to supervise student employees.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Familiarity with accelerated and nontraditional students and programs.
- Familiarity with Sungard SCT Banner software.
- Keyboarding exam and score of 45 wpm.
- Competency in computer and word processing skills.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Associate's Degree.
- Certified Professional Secretary credentials.
- Previous work experience in military and university environments highly preferred.

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