

*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  
Public Safety  
Regular Full-Time Position  
Position Number 461100**

**General Description**

The Administrative Assistant 2 works under the supervision of the Director of Public Safety and is responsible for management of the departmental office to include general duties for the Director.

**Primary Duties and Responsibilities**

- Serve as central point of information for the department; greet visitors, assist students, staff and faculty with general information, problems and solutions.
- Receive guests, scheduling appointments as appropriate.
- Access, process and input information into databases to include coordinating and updating changes.
- Receive telephone calls and provide general information; direct calls to appropriate personnel.
- Maintain departmental personnel records to include payroll, attendance, leave and travel forms, etc., for staff and student employees.
- Prepare travel forms for the Director; assist with travel arrangements; maintain ledger on travel budget and reconcile differences with Business Services.
- Balance monthly operating statements and reconcile differences with Business Services.
- Monitor budgets and report activity and balances to the Director.
- Prepare budget revision and expenditure forms.
- Maintain inventory of equipment; prepare forms and coordinate transfer of equipment.
- Perform annual physical inventory and reconcile differences.
- Access and use MRF1 (maintenance request form) program to report problems and request service.
- Prepare and follow-up on purchase requisitions.
- Serve as key operator for copy and fax machine.
- Process all mail; sort and distribute as appropriate.
- Coordinate duties of interns and/or student workers.
- Prepare, type and file correspondence and reports.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a copier, personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 prepare and maintain an organized filing system.
- Ability to handle multiple tasks simultaneously.
- Ability to accurately prepare and process records, requisitions and reports.

### **Essential Functions Continued**

- Ability to pay attention to detail.
- Ability to use good judgment in solving problems.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Keyboarding test and score of 45 wpm.
- Three years of previous office experience.
- Knowledge of Windows XP, Windows 95, Microsoft Outlook and Microsoft Frontpage.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Undergraduate degree.
- Three to four years of previous work experience in a university setting.
- Background in use and manipulation of data systems (Banner, Excel, Powerpoint).
- Experience in university accounting, budgetary and purchasing policies.

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