

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
Student Financial Aid & Veterans Affairs
Regular Full-time Position
Position Number 467020**

General Description

The Administrative Assistant 2 is responsible for providing clerical support and assistance in the Student Financial Aid/VA Office.

Primary Duties and Responsibilities

- Perform routine clerical duties such as typing correspondence, travel claims, purchase orders and other documents; duplicating and filing correspondence, etc.
- Coordinate student employment for Federal Work Study (FWS).
- Input FWS student employee information into SungardHE Banner.
- Request and maintain all necessary paperwork for FWS student employees.
- Meet with Federal Work Study students and assign campus jobs according to their capabilities/interest.
- Maintain personnel files for all FWS student employees.
- Respond to requests and questions, including emails inquiries, regarding FWS student employees.
- Maintain payroll records for staff and student employees.
- Maintain scholarship hours for scholarship employees.
- Type scholarship letters.
- Train, supervise and evaluate student employees.
- Maintain and purchase office supplies and printed materials.
- Revise brochures and other publications for media and outside printers.
- Place work orders and computer maintenance requests.
- Provide assistance for the front office area, telephones and walk-in traffic.
- Maintain general office filing system.
- Ensure that all forms relevant to the processing of student applications for financial aid are maintained and kept in adequate supply.
- Update manuals as new information is received.
- Maintain an on-going understanding of the computer programs that are used in the department.
- 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 to interpret and implement APSU and Student Financial Aid policies.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two years of college.
- Financial aid experience.
- Previous office experience with word processing skills.

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