

*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 Agriculture and Geosciences (SOAG)  
Regular Full-Time Position  
Position Number 466010**

**General Description**

The Administrative Assistant 2 works under general supervision of the Director of SOAG and performs secretarial duties for the Agriculture and Geosciences program.

**Primary Duties and Responsibilities**

- Maintain accurate and organized files for each program in SOAG.
- Assist the Director in preparing financial spreadsheets.
- Complete purchase requisitions, payroll and personnel forms, travel authorization forms, travel expense claims and other like correspondence.
- Serve as receptionist for Director and other faculty members as needed.
- Schedule meetings and take minutes as needed.
- Guide and monitor the work of student employees in concert with the Director.
- Conduct daily mail runs and other errands.
- Mail information to prospective students and assisting in preparation of recruitment and alumni brochures, newsletters, etc.
- Help coordinate departmental activities.
- Assist faculty and other staff as needed.
- Maintain departmental web page.
- Conduct daily mail runs and other off-campus errands.
- Maintain inventory of supplies
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to learn and use the current University information management system (i.e. Banner).
- Ability to efficiently use word processing equipment, personal computer, copier and fax.
- Ability to communicate effectively in person and over the telephone.
- Ability to maintain confidentiality.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to organize and maintain accurate departmental files.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to use the internet.

**Minimum Required Qualifications**

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

**Additional Preferred Qualifications**

- Bookkeeping experience,
- Knowledge of MS Word and Excel.
- Two years of office experience in a position of increasing responsibility.
- Experience in Agriculture and/or Geosciences.

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