

*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  
Social Work  
Regular Full-Time Position  
Position Number 331325**

**General Description**

The Administrative Assistant 2 is under general supervision and performs secretarial duties for the Chairperson and approximately 6 faculty members.

**Primary Duties and Responsibilities**

- Prepare (and duplicate as needed) exams, memoranda, letters and other departmental correspondence.
- Prepare attendance reports for student, semi-monthly and monthly payrolls.
- Pick-up and deliver mail for the department.
- Maintain inventory and order needed supplies.
- Answer incoming calls and transfer inquiries to the appropriate individual.
- Prepare correspondence for undecided majors.
- Prepare instructional load forms, book request forms, purchase orders, work orders and other forms as needed.
- Data entry of overrides, overloads and other data into Banner software system; coordinate changes with the Office of the Registrar.
- Prepare work schedules and assign duties to student employees.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a copier, personal computer and associated software.
- Ability to communicate effectively both orally and in writing.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to organize, coordinate and supervise the work of student employees.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain confidentiality.

**Required Minimum Qualifications**

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

**Additional Preferred Qualifications**

- Accounting experience and knowledge of WordPerfect or Microsoft Word.

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