

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 Counseling & Health Services
Regular Full-Time Position
Position Number 453110**

General Description

The Administrative Assistant 2 works under the general supervision of the Director and performs secretarial/clerical duties for the department.

Primary Duties and Responsibilities

- Serve as office manager and assure office procedures are in line with APSU and TBR policies and procedures.
- Prepare correspondence, reports and other documents.
- Receive guests and clients, scheduling appointments as appropriate.
- Maintain office inventory of supplies; process requisitions for supplies and equipment.
- Process all in-coming and out-going mail; sort and distribute as appropriate.
- Receive telephone calls, providing general information and directing calls to appropriate personnel.
- Schedule all appointments for Director and Counselors.
- Maintain personnel records including payroll, attendance and leave forms, etc. for staff and student employees.
- Process and prepare all travel and other expenditure requests for departmental staff.
- Maintain office inventory of supplies.
- Maintain accounting records on budgets for which the Director is responsible.
- Supervise and train student employees in concert with the Director.
- Maintain updated office procedures manual for student and office employees.
- 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 accurately prepare and process records, requisitions and reports.
- Ability to properly maintain budgetary accounting records.

Required Minimum Qualifications

- High school graduate or equivalent.
- One year of prior office experience.
- Computer and word processing experience.
- Keyboarding of 45 wpm and keyboarding test.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Good organizational skills and supervisory ability highly preferred.

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