

*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  
TRIO Student Support Services  
Regular Full-Time Position  
Position Number 310311**

**(Renewal contingent upon continuation of grant funding)**

**General Description**

The Administrative Assistant 2 is under general supervision of the Director of TRIO Student Support Services (SSS) and is responsible for providing clerical support to the Director and other project staff members and for ensuring that office operations are coordinated smoothly so that underprepared college students and disadvantaged college students are provided effective program services.

**Primary Duties and Responsibilities**

- Prepare memoranda, letters, publications, forms and materials for the program staff.
- Answer telephone; transfer calls appropriately.
- Organize, order and purchase project supplies.
- Maintain staff attendance records and submit monthly and semi-monthly payroll.
- Monitor, balance, record and report monthly all expenditures for grant budget.
- Sort, screen and distribute incoming mail.
- Maintain an organized filing system.
- Assist Director with University and U.S. Department of Education reports.
- Assist project staff to ensure effective use of technology.
- Assist with the input of student and staff data for reporting requirements mandated by U.S. Department of Education.
- Guide and monitor the work of student employees in concert with the Director.
- Perform other job-related duties as assigned

**Essential Functions and Abilities**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, Blumen, 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 accurately prepare records and reports.
- 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 effectively assist the project staff with written reports and other documents.
- Ability to manage office processes to ensure that students are being properly assisted.

**Required Minimum Qualifications**

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

### **Additional Preferred Qualifications**

- Knowledge of federal TRIO programs.
- Previous experience in a higher education setting.

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