

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
University Facilities
Regular Full-Time Position
Position Number 450540**

General Description

The Administrative Assistant 2 is under the general supervision of the Director of University Facilities. This position will have primary responsibility for providing clerical support for the University Facilities office and managing the daily operations and services of the Information Desk and Govs Card operation.

Primary Duties and Responsibilities

- Responsible for the University Facilities Office clerical operation:
 - Receive telephone calls, provide general information and direct calls to appropriate personnel.
 - Maintain personnel records including payroll, attendance, leave and travel forms, etc. for staff and student employees.
 - Type and file all correspondence, reports, etc.
 - Process all in-coming and out-going mail; sort and distribute as appropriate.
 - Maintain office inventory of supplies and process requisitions for all office supplies and equipment in concert with the University Facilities office.
 - Receive guests and clients; schedule appointments as appropriate.
 - Maintain updated departmental procedures manual for student employees in concert with the Director.
- Responsible for Morgan University Center Information Desk Operation:
 - Hire, train, supervise and evaluate office student employees and Information Desk student employees in concert with the Director of University Facilities.
 - Maintain current and accurate resources at the Information Desk.
 - Continually evaluate Information Desk and department services for total quality improvement in concert with the Director of University Facilities and the Operations Coordinator.
- Assist in the day-to-day operation of the facilities reservation process:
 - Answer reservation questions: how to, availability, modifications, etc.
 - Track contracts both on- and off-campus.
 - Bill facility users.
- Assure office procedures are in line with APSU and TBR policies and procedures.
- Assist in the day-to-day operation of the Govs Card system.
- Monitor and maintain accounting records on budgets for which the Director is responsible.
- Participate in evening and weekend office- and Division-sponsored programs and activities as needed.
- Understand emergency preparedness plans/procedures and the implementation of such plans for the Morgan University Center and associated facilities.
- Serve on appropriate university committees as assigned.
- 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.

Essential Functions continued

- 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 accurately prepare and process records, requisitions, and reports.
- Ability to properly maintain budgetary accounting records.
- Ability to use sound judgment in working with people and in decision-making.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer literacy.
- Keyboarding test and score of 45 wpm.
- One year of office experience.
- A background check will be required of the selected applicant.

Additional Preferred Qualifications

- Three years of office experience.
- Previous experience in computer system operations.
- Good organizational skills.
- Supervisory ability.

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