

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 Recreation
Regular Full-Time Position
Position Number 272020**

General Description

The Administrative Assistant 2 works under the general supervision of the Director of University Recreation and performs clerical support duties for the department. This position is responsible for providing services to University Recreation participants, to include coordination of the services for administrative offices in meeting the recreational needs of students, faculty and staff participants.

Primary Duties and Responsibilities

- Serve as administrative support and receptionist, assuring office procedures are in line with APSU and TBR policies and procedures.
- Responsible for preparing accurate documents and filing all correspondence.
- Perform clerical duties that are required on a day-to-day basis.
- Receive telephone calls and visitors; provide general information and direct calls to appropriate personnel.
- Schedule appointments for University Recreational staff as needed.
- Responsible for typing letters, memos, reports and other correspondence.
- Process purchase requisitions for all office supplies and equipment.
- Process all in-coming and out-going mail, sort and distribute as appropriate.
- Maintain personnel records including personnel authorizations, payroll, leave request forms, etc. for staff and student employees.
- Process payments with the Business Office.
- Maintain office inventory of supplies and equipment.
- Assist in maintaining all aspects of the University Recreation budget.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate various office equipment, 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 effectively supervise student workers.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer and word processing skills.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- One year of APSU office experience.
- Good organizational skills and supervisory ability.

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