

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
Veterans Upward Bound
Regular Full-Time Position
Position Number 919530**

(Renewal contingent upon continuation of grant funding)

General Description

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

Primary Duties and Responsibilities

- Work closely with the Grant Accountant and the Office of Grants and Sponsored Programs to assure that all grant funds are spent properly.
- Compile and prepare the VUB project budget in accordance with grant proposal.
- Work daily with disabled veterans and provide them with information about veteran's benefits.
- Assist applicants in completing necessary documentation prior to receiving project services.
- Scan and store all participant records to include administrative and academic records, current addresses and telephone numbers.
- Submit monthly stipend check requests to the Business Officer for processing and assist with the distribution of the check to participants.
- Track participants progress while attending postsecondary school; maintain and update prior project and participant records.
- Maintain, record and submit all payroll and travel data for staff.
- Develop and maintain efficient filing system for all project files.
- Answer telephone and take messages; open, distribute all incoming mail.
- Routine typing of memoranda, correspondence and reports.
- Type instructional materials for instructional staff.
- Coordinate appointment calendars and schedules of project staff.
- Organize orders and purchase office supplies, maintain payroll records and records of expenditures.
- 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.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two years of college highly preferred.
- Previous bookkeeping and record keeping experience.

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