

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 3
Athletics
Regular Full-Time Position
Position Number 434020**

General Description

The Administrative Assistant works under general supervision of the Director of Athletics and the Athletic Business and Ticket Manager.

Primary Duties and Responsibilities

- Assist in Athletic fundraising efforts.
- Type routine correspondence, reports, forms and other documents.
- Type and review purchase requisitions and travel requests for compliance with APSU and TBR policy.
- Answer general inquiries about game tickets and sell football, basketball, baseball and other athletic admission event tickets on a daily basis. Verify the ticket counts and sales of game day ticket sellers.
- Assist in game management at home athletic events as assigned by Ticket Manager.
- Responsible for requests, employment, work schedules, supervision and payrolls for student and game workers. Also responsible for payroll for Athletic Department staff.
- Responsible for deposit, pick-up and distribution of athletic departmental mail.
- Answer department phone, handle calls or refer to appropriate person.
- Greet department visitors, handle visits or direct to appropriate person.
- Responsible for maintaining the Corporate Partnership Program and Radio Broadcasting records and billing.
- Required to know, understand and comply with all NCAA and OVC rules as they pertain to the position's responsibilities.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to prepare and maintain accurate records and reports.
- Ability to work under pressure in meeting deadlines.
- Ability to work at all home athletic events on weekends and evenings for Football, Men's and Women's Basketball, selected Baseball Games and other special hosted events.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office experience.
- Keyboarding exam and score of 50 wpm.
- A background check will be required for the successful applicant.

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