

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
College of Science & Mathematics
Regular Full-Time Position
Position Number 219130**

General Description

The Administrative Assistant 3 works under the direction and supervision of the Dean and is responsible for coordination of communications and work flow for departments within the College of Science and Mathematics. In keeping with standards of excellence and professionalism in office practice, the incumbent provides secretarial and related services to the Dean and cooperates with and assists in other operations of the University as directed.

Primary Duties and Responsibilities

- Manage workflow, reporting procedures and implementation of established college and University procedures.
- Review expenditure requests for compliance with TBR and University policies and regulations.
- Establish and maintain a system for tracking approved expenditures.
- Coordinate personnel and payroll actions necessary for efficient functioning of the college.
- Establish and maintain personnel, financial and other confidential records.
- Train and supervise student employees.
- Work with other University and college personnel to provide feedback on various problems and issues.
- Review, interpret and understand University operating procedures and policies to ensure compliance by college operating units.
- Review and coordinate budget needs, reports and information processes; responsible for University credit card.
- Monitor and maintain inventory of supplies, forms and other materials; initiate ordering process as necessary.
- Serve as liaison between students and Dean to arrive at resolution to problems.
- Provide procedural and policy information to chairs, secretaries, program directors and students.
- Follow-up with departmental chairs on projects assigned by Dean.
- Manage faculty recruitment budget for college.
- Monitor financial and personnel matters in the college. Supervise daily financial matters, including estimated office needs and operating requirements for budgetary and purchasing purposes; monitor expenses; verify charges against budget and reconcile accounts on a monthly basis; ensure completion of all required forms.
- Maintain Dean's calendar and schedule; make appointments and coordinate events planned by the Dean.
- Read and review incoming mail; process incoming forms and paperwork; recommend and draft responses where appropriate; draft correspondence on behalf of Dean and/or compose and forward memos and letter to appropriate individuals relative to informational inquiries.
- Answer incoming phone calls by providing information, taking messages, screen requests on behalf of Dean or referring calls to appropriate person. Place calls to obtain and/or research information for administrative personnel.
- Receive, direct and assist visitors; provide procedural information; assist in solving problems for students, faculty, staff and the public.
- Assist department chairs, faculty and staff in performance of duties; serve as informational resource in regard to more difficult inquiries or problems.

- Perform standard to moderately complex research by collecting and analyzing information; assist in preparing comprehensive reports.
- Serve as liaison to other areas on various operational matters.
- Maintain efficient and effective filing system.
- Organize and coordinate processes related to retention, tenure and promotion of college faculty.
- Verify accuracy of adjunct and overload pay forms; prepare for Dean's review/approval.
- Receive curricular and other proposals, prepare agenda and materials, arrange meetings of the College Curriculum Committee; record and prepare official minutes.
- Prepare letters, memoranda and reports, either composing or from drafts, notes or dictation.
- Advise students of options pertaining to care policy, fresh start and course substitutions; assist in completion of required forms.
- Collect materials and prepare agendas for Chair meetings; attend, record and prepare minutes.
- Review and check teaching schedules of faculty submitted by departments for compliance with workload policy.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of TBR and University policies and guidelines.
- 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 work effectively in high stress/high visibility position.
- Ability to accurately prepare records and reports.
- Ability to accurately make mathematical computations.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years previous secretarial experience to include experience in Microsoft Word and Excel.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college.
- Previous experience working in a department within a College of Science and Mathematics.

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