

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
Dean of Students/Student Affairs
Regular Full-Time Position
Position Number 525020**

General Description

This position works under the general supervision of the Dean of Students and assists in performing the administrative duties for the Dean and other professional staff in the Office of Student Affairs.

Primary Duties and Responsibilities

- Assist in resolving problems for students, faculty, staff and the public.
- Greet office visitors, answer telephone and direct inquiries to the appropriate resource.
- Schedule appointments and on-campus meetings for the Dean and other professional staff.
- Make travel arrangements; prepare and process travel authorizations/claims, etc., for Dean and Student Government Association (SGA).
- Monitor budgets and expenditures related to Dean of Students and associated areas of responsibility.
- Prepare materials and correspondence for Dean and SGA.
- Prepare correspondence for Tribunal and related traffic appeals process.
- Assist with special projects and events for the Division of Student Affairs.
- Follow-up with others on projects assigned by the Dean.
- Perform various other Student Affairs functions and clerical support duties as assigned.
- Update related office web pages.
- 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 work independently with minimal supervision and as a team member.
- Ability to work some evening and weekend hours as requested.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Knowledge of SungardHE Banner software.
- Experience working in a university environment.

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