

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
Center for Extended and Distance Education
Regular Full-Time Position
Position Number 539010**

General Description

The Administrative Assistant 3 is under general supervision of the Dean for the Center for Extended and Distance Education and is responsible for general secretarial operations of the Center for Extended and Distance Education.

Primary Duties and Responsibilities

- Provide word processing in proper style and with correct punctuation, from rough draft format.
- Process correspondence and electronic communications without assistance.
- Transcribe information from meetings and other sources; prepare minutes.
- Compose letters, draft reports and routine correspondence.
- Process and prioritize incoming and outgoing mail.
- Update CEDE contacts and emergency call list.
- Respond to mail and e-mail as directed.
- Process incoming and outgoing phone calls.
- Maintain Dean's electronic calendar.
- Schedule appointments and on-campus meetings.
- Prepare purchase orders, travel authorizations and claims, and other university forms.
- Arrange travel and prepare itineraries; maintain travel expense records.
- Process enrollment reports via Excel.
- Perform data entry operations using standard spreadsheet formats.
- Gather materials and assist in the preparation of written reports (annual and budget).
- Provide research assistance via the web and reference books.
- Provide support to the Dean with regard to assigned projects.
- Research problems associated with any aspect of assigned task.
- Maintain financial and Banner FR records for Dean's account.
- Organize and maintain accurate office filing system.
- Requisition and maintain record of office supplies and equipment.
- Supervise other employees, to include student employees.
- Maintain all online course development documents.
- Prepare contracts and pay documents for online course development faculty and RODP faculty payroll.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a photocopier, fax, scanner, 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.

Essential Functions continued

- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to remain pleasant in difficult encounters.
- Must have good organizational skills.

Required Minimum Qualifications

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

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