

*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  
Austin Peay Center at Fort Campbell  
Regular Full-Time Position  
Position Number 288010**

**General Description**

The Administrative Assistant 3 reports directly to the Executive Director of the Austin Peay Center at Fort Campbell.

**Primary Duties and Responsibilities**

- Transcribe dictation from notes or a machine.
- Read and route incoming mail not requiring the Director's attention to the proper persons; compose non-routine responses.
- Prepare meeting agendas, attend meetings, maintain records, and prepare draft minutes for review/approval.
- Maintain departmental personnel files for faculty and staff.
- Answer telephones and serve as information source for the Fort Campbell Center.
- Assist at the Student Information Window as needed.
- Prepare and distribute copies of proposed term schedules to Deans on main campus; prepare and route final copy to Education Branch for publication.
- Maintain budget records; prepare rough draft of two budgets for Director each fiscal year. Prepare and maintain all purchase orders for administrative and academic purchases. Assign purchase order numbers for Departmental Purchase Orders.
- Responsible for all departmental supplies and machinery used and purchased.
- Prepare departmental timesheets for full-time support personnel and student workers.
- Prepare departmental advertisements for newspapers; publish the course schedules for each term.
- Receive all assessment appointments; maintain records of this information for test counselors.
- Handle all testing procedures for make-up tests including scheduling students, administering the tests, maintaining records and disposing of the tests when completed.
- Serve as the head cashier to accept fees, tuition assistance forms and application fees; deposit funds.
- Assist with the issue of multimedia equipment.
- Process Eagle Card and AVIDS vehicle pass requests for staff and faculty.
- Distribute and record forms for Eagle Cards for students for each term.
- Establish mail box slots for all departmental adjuncts each term.
- Prepare Dean's List letters from submitted list each term.
- Process contracts for adjunct employees each term.
- Ensure that I-9's and other employment forms for adjuncts are up-to-date each term.
- Prepare and distribute evaluation letters.
- 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.

### **Essential Functions continued**

- Ability to handle multiple tasks simultaneously and function well under pressure.
- Knowledge of business English, math, office practices and procedures.
- Knowledge of APSU policies, procedures and regulations.
- Ability to compose a variety of memoranda or letters with only general instructions.
- Ability to work effectively without close supervision.
- Ability to establish and maintain an effective working relationship with the students, full and part-time faculty, other staff members, the general public, and officials of the Army Education Center and administrative offices of APSU.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Keyboarding exam and score of 50 wpm.
- Previous secretarial or office experience.
- A background and credit history check will be required of the successful applicant.

### **Preferred Qualifications**

- Two years of college with supplemental courses in secretarial studies and supervision.

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