

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
Grants & Sponsored Research
Regular Full-Time Position
Position Number 500110**

General Description

The Administrative Assistant 3 is under general supervision of the Director of Grants and Sponsored Research.

Primary Duties and Responsibilities

- Answer telephone, provide general information and direct calls to appropriate staff.
- Process all incoming mail.
- Type routine correspondence, reports, budgets, grant proposals and other correspondence.
- Manage system for office monitoring of funded projects to assure that required tasks for compliance (reporting, etc.) are performed in a timely fashion.
- Maintain complete and accurate files on all funded and pending projects and on prospective funding sources.
- Assist with monthly review of expenditures on grant accounts, provide liaison between project directors and University Business Office as needed.
- Monitor budgets and federal forms for grant proposals and project reports.
- Research potential sources of support for faculty and university projects.
- Distribute information regarding funding opportunities and deadlines to faculty.
- Assist with special assignments for Development Office when required.
- 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 make accurate mathematical computations.
- Ability to accurately prepare and process records and reports.
- Ability to work independently.
- Must be flexible and willing to adjust to demands of position.
- Must have strong organizational skills.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office experience.
- Previous accounting experience.
- Keyboarding exam and score of 50 wpm.
- Word processing skills, preferably with Word.
- Suitable training may be substituted for experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Computer literacy to include familiarity with Excel, Quattro Pro, and Paradox software.
- Familiarity with federal funding agencies and their grant programs.

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