

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
Library
Regular Full-Time Position
Position Number 345010**

General Description

The Administrative Assistant 3 works under the supervision of the Director of Library Services and is responsible for performing secretarial duties for the Library Director and faculty, managing library office operations and assisting in various projects.

Primary Duties and Responsibilities

- Serve as receptionist; answer telephone, make calls and maintain the Director's calendar.
- Organize and maintain library office files, to include personnel files.
- Prepare and type routine correspondence, reports, contracts, statistical and financial analysis.
- Prepare official attendance reports for full-time and student staff.
- Coordinate student employment (30-40 student employees) for all library units.
- Monitor and review for accuracy all library budget accounts using Banner Finance.
- Process mail for the director's office; deliver intra-campus mail for the library.
- Monitor travel budget and process travel authorization paperwork for Director and faculty.
- Order, process and monitor supplies, equipment and furniture.
- Oversee building maintenance; submit and monitor maintenance requests to the Physical Plant.
- Supervise student employees.
- Transcribe notes from meetings and other sources.
- Serve on library and University committees as assigned.
- 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 provide customer-oriented service.
- Ability to be detail-oriented, with the ability to sustain attention to detail.
- Ability to lift up to 20 pounds.
- Ability to read printed materials and computer screens.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of previous secretarial experience.
- Keyboarding exam and score of 50 wpm.
- Computer literacy.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Five years of secretarial experience.
- Bookkeeping skills.
- Previous experience working in a university environment.
- Familiarity with the Sungard HE Banner systems.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS