

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
Physical Plant
Regular Full-Time Position
Position Number 605010**

General Description

This position provides administrative support to the Director and Physical Plant staff in managing and operating the department.

Primary Duties and Responsibilities

- Prepare and type memos, letters, reports, minutes and summaries.
- Screen visitors and incoming communications.
- Develop, upgrade and maintain the department filing system.
- Maintain inventory and stock of sufficient office supplies.
- Review/research policies, procedures and guidelines and update Director and staff.
- Assist Director in coordinating and resolving problems for students, faculty, staff, contractors, public, etc.
- Maintain suspense file and status on all correspondence requiring action.
- Schedule meetings and maintain calendar for the Director and other staff members.
- Initiate and prepare personnel actions.
- Prepare payroll submission.
- Collect information throughout the department and organize/summarize for Director.
- Maintain up-to-date records of department personnel, i.e. name, address, phone number, master roster, etc.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately prepare records and reports.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years of previous office management or related secretarial experience.
- Previous experience using Microsoft Word.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college.
- Previous experience with spreadsheets and payroll.

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