

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.

**Executive Administrative Assistant
President's Office
Regular Full-Time Position
Position Number 534010**

General Description

The Executive Administrative Assistant serves as secretary and administrative assistant to the President.

Primary Duties and Responsibilities

- Schedule appointments for President.
- Schedule travel arrangements--plane, hotel, etc.
- Coordinate with University Advancement on special events such as receptions, luncheons, dinners, Commencement, etc.
- Attend Cabinet meetings and prepare minutes.
- Prepare routine letters for President's signature.
- Prepare contact reports in Sungard HE Banner software system of correspondence, visits and telephone calls as a part of development cultivation.
- Prepare financial expenditure reports for President.
- Process incoming correspondence, off- and on-campus, for President's review and direction; route Tennessee Board of Regents meeting agendas, minutes, policies and procedures and guidelines to appropriate administrative staff.
- Prepare catering requests and travel claims for President.
- Maintain an accurate list of local and state government officials, local community and civic leaders and their addresses.
- Order plaques and awards for Academic Awards Day.
- Responsible for ordering flowers for funerals of current and former employees.
- Responsible for ordering holiday decorations for the President's residence.
- Routine office responsibilities: filing, greeting and assisting visitors, faculty, staff, students and telephone callers.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.), dictating/transcription equipment, calculator, electronic telephone system and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain strict 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 maintain an accurate schedule of appointments and events.
- Ability to successfully coordinate travel arrangements.
- Ability to exercise good judgment and to act independently in a high stress environment.
- Ability to accurately prepare and process correspondence, reports and special materials required by the President.

Required Minimum Qualifications

- High school diploma or equivalent.
- Two years experience as an executive level administrative assistant.
- Keyboarding exam and score of 60 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Some college preferred.

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