

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.

**Office Supervisor
Public Relations & Marketing
Regular Fulltime Position
Position Number 598010**

General Description

The Office Supervisor is under general supervision of the Executive Director of Public Relations and Marketing. In addition to secretarial duties and budget-management responsibilities, the Office Supervisor is involved in the overall public relations and marketing function--helping to coordinate and implement programs planned by the Executive Director and the President.

Primary Duties and Responsibilities

- Manage office consisting of eight professional/administrative staff and several student employees.
- Answer main telephone line, maintain office calendar and tickle file, schedule and coordinate meetings for staff, distribute and process mail and maintain inventory of office supplies.
- Responsible for payroll/timesheets and leave forms for administrative, professional and clerical staff, graduate assistant and students.
- Schedule travel arrangements for staff; process travel forms.
- Manage and monitor three budgets, consisting of the marketing, publications and departmental operating budgets.
- Process purchase requisitions and invoices.
- Collect and assimilate data into financial reports.
- Maintain electronic record for THEC for all on- and off-campus printing requiring publication numbers and collateral information as well as the distribution and routing of publications.
- Responsible for daily dissemination of news releases and PSAs, primarily by e-mail and occasionally by fax or mail.
- Maintain up-to-date list of media contacts.
- Guide and monitor student employees in concert with the Executive Director.
- Perform other job-related related duties as assigned.

Essential Functions

- Ability to efficiently operate a MacIntosh 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 put together budget proposals for upcoming fiscal year, as well as maintain three active accounts.
- Ability to use e-mail and the Internet in daily activities.

Required Minimum Qualifications

- High school graduate or equivalent,
- Keyboarding test and score of 55 wpm typing.
- Three years of previous office experience.
- High level of computer literacy to include knowledge of MacIntosh.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Five years of office experience and some public relations experience.
- Knowledge of "Associated Press Stylebook" and basic journalism rules.

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