



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.

**Personnel Assistant
Human Resources
Regular Full-Time Position
Position Number 331300**

General Description

The Personnel Assistant works under general supervision of the Associate Director, and works particularly in the areas of employment (student and non-faculty), evaluations and general personnel services.

Primary Duties and Responsibilities

- Assist departments with general campus student hiring procedure. Correspond with departments regarding completion of the necessary forms and documentation necessary for employment of general campus student workers.
- Post advertisements for student positions to include campus announcements and website maintenance.
- Process GC and FWS student employment data entry forms to include entry of data into automated human resource system.
- Assist in establishment of an electronic student employment process.
- For non-student employees, data entry of person (PPAIDEN) and employee data (PEAEMPL) into automated human resource system.
- Process advertisements for non-faculty positions to include media advertising, letters, flyers, Job Services and campus announcements. Correspond with applicants by telephone, e-mail and mail.
- Assist departments with non-faculty hiring and interview procedures.
- Assist with the faculty hiring process during peak advertising periods.
- Assist with verification of data entry in the automated payroll system.
- Notify supervisors when probationary and annual performance evaluations are due.
- Track evaluation due dates and prepare an overdue list for follow-up.
- Prepare documents and reports using Word, WordPerfect, Excel and other software necessary for use within the University.
- Create or update forms necessary for a variety of personnel actions using Adobe Professional, Adobe Designer, and Microsoft Word.
- Greet and assist personnel entering the office.
- Ensure accurate mail distribution.
- Answer telephone calls, provide information to callers and route calls to other individuals or offices as needed.
- Purchase supplies for the department.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to prepare timely and accurate reports using automated software programs.
- Ability to accurately prepare word processing documents and spreadsheets using a personal computer and appropriate software.
- Ability to enter data accurately and efficiently into automated computer systems.
- Ability to interpret and explain policies.
- Ability to think independently.
- Ability to plan and organize events and activities as needed.
- Ability to provide outstanding customer service.
- Ability to communicate effectively and appropriately.

Essential Functions continued

- 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.

Minimum Required Qualifications

- High school graduate or equivalent.
- 50 wpm keyboarding and keyboarding test.
- Extensive Microsoft Office experience.
- Two years of previous experience working with the public in an office setting.
- A background and credit check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of previous human resource experience.
- Sungard SCT Banner HR knowledge and experience highly preferred.

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