

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 565010**

The Personnel Assistant works directly for the Director of Human Resources and indirectly for the Director of Affirmative Action and performs duties with regard to employment, affirmative action processing, training, report preparation, data entry and administrative support.

Primary Duties and Responsibilities

- Assist departments with faculty hiring procedure. Correspond with departments regarding completion of the necessary forms and documentation necessary for employment of new faculty.
- Review, interpret and compile data from resumes, vitas and job applications for advertised positions.
- Enter applicant data in Banner and run ad-hoc requests to provide reports showing identified diversity in the applicant pools.
- Post advertisements for faculty positions to include media advertising, letters, flyers, Job Services and campus announcements. Correspond with applicants by telephone, email and mail.
- Receive application materials for advertised faculty positions and process for dissemination to departments.
- Assemble or assist in assembling information for various reports required by TBR and other government agencies
- Assist the Director of Affirmative Action by gathering, maintaining and processing data and information necessary to prepare the Affirmative Action Report.
- Assist the Director of HR and the Director of Affirmative Action by coordinating and scheduling training classes for employees as needed.
- Prepare documents and reports using Word, WordPerfect, Excel and other software necessary for use within the University.
- Maintain segments of Human Resources and Affirmative Action websites using ExpressionsWeb.
- Create or update forms necessary for a variety of personnel actions using Adobe Professional, Adobe Designer, and Microsoft Word.
- For faculty employees, data entry of person (PPAIDEN) and employee data (PEAEMPL) into automated human resource system.
- Enter employee data into complex automated human resource/payroll system.
- Greet and assist personnel entering the office.
- Answer telephone calls, provide information to callers and route calls to other individuals or offices as needed.
- Provide administrative assistance and support to the Director of HR and Director of Affirmative Action.
- Schedule, supervise and process timesheets for student employees.
- Purchase supplies for 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.

Essential Functions continued

- 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.
- 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.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Two years of previous human resource/affirmative action experience.
- SungardHE Banner HR knowledge and experience highly preferred.
- Experience with preparation of an affirmative action plan beneficial.

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