

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.

**Senior Administrative Assistant
Academic Affairs
Regular Full-Time Position
Position Number 505010**

General Description

The Senior Administrative Assistant in the Office of the Vice President for Academic Affairs is under general supervision of the vice president and must be able to perform a variety of tasks. Office management duties may include supervision of receptionist, secretary, and student workers. In addition, the individual in this position is expected to serve as a resource person and in an advisory capacity to deans, directors, chairs, staff and faculty in the academic division.

Primary Duties and Responsibilities

- Provide general information and answer questions relative to academic and university policies and procedures.
- Organize and coordinate processes related to retention, tenure and promotion of faculty; prepare tenure/promotion report for submission to the Tennessee Board of Regents.
- Verify correctness of all adjunct and overload pay forms for main campus, Ft. Campbell terms, off campus sites, etc., and prepare for VPAA's approval.
- Receive curricular and other proposals, prepare agenda and materials, arrange meetings of the Academic Council; record and prepare official minutes of each meeting.
- Prepare letters, memoranda and reports, either composing or from drafts, notes, or dictation.
- Receive copies of APSU and TBR policies and guidelines and maintain up-to-date manuals.
- Collect materials and prepare agendas for Deans Council meetings; attend, record, and prepare notes from the meetings.
- Prepare for President's signature appointment letters and agreements of employment for full-time faculty.
- Serve as general office manager.
- Periodically check for completeness all full-time faculty files; maintaining active and inactive folders.
- Coordinate and arrange meetings.
- Performs other job related duties as assigned.

Knowledge, Skills and Abilities

- Ability to efficiently use a personal computer and associated software, copier, calculator, and electric typewriter.
- Ability to organize multiple projects, tasks and assignments simultaneously.
- Ability to communicate effectively and think logically.
- Ability to determine daily priorities for assignments, projects, meetings, appointments.
- Ability to accept responsibility for actions and decisions.
- Ability to maintain professional demeanor in all types of situations.
- Ability to make mathematical computations accurately.
- Ability to prepare and maintain accurate records and reports.
- Must be competent in grammar usage and sentence construction.
- Ability to attend meetings, take notes and transcribe.
- Ability to cooperate, work well, and get along with supervisor, co-workers, University community, and the public, and deal effectively with individuals in crises.
- Ability to maintain confidentiality.

Required Minimum Qualifications

- Bachelor's degree with three years experience in increasingly responsible office positions, preferably in an educational setting, or
- High school graduate with five years experience; and must be able to work with minimal supervision required.
- Certified Professional Secretary designation beneficial.
- Knowledge of the mission and goals of the University, and policies and procedures applicable to academic division beneficial.

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