

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
Finance and Administration
Regular Full-Time Position
Position Number 511010**

General Description

The Senior Administrative Assistant in the Office of the Vice President for Finance and Administration 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 student workers. In addition, the individual in this position is expected to serve as a resource person and in an advisory capacity to directors and staff in the finance and administration division.

Primary Duties and Responsibilities

- Serve as general office manager (i.e. guide and monitor the work of student employees and check work as needed).
- Coordinate and arrange meetings for the Vice President with the University, community and off- campus groups.
- Work closely with the Vice President on tasks and/or projects required for efficient functioning of the Finance and Administration Office to include follow-up with others on projects assigned by the Vice President.
- Coordinate the revision of policies, procedures, guidelines and other documents that have the Vice President for Finance and Administration as their initiating authority as well as provide general information and answer questions relative to finance and administration policies and procedures.
- Prepare letters, memoranda and reports; compose from drafts, notes or dictation.
- Coordinate daily activities with Vice President's report's secretaries as needed.
- Assist in solving problems for students, faculty, staff and the public within the Finance and Administration Division.
- Assist with the preparation and distribution of budget documents.
- Assist with maintaining APSU budget files.
- Assist departments in the Finance and Administration division in preparing reports when needed.
- Prepare and maintain payroll information, including leave forms, for Vice President, direct reports, student workers and self.
- Make travel arrangements; prepare and process travel authorizations/claims, etc.
- Maintain equipment inventory for office.
- Maintain and monitor budget expenditures.
- Maintain Finance and Administration division web page and others in the division as needed.
- Maintain and update APSU's emergency phone list.
- Coordinate building security coordinator meetings and annually update list.
- Perform other job-related duties as assigned

Essential Functions

- Ability to efficiently operate a 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.

Essential Functions Continued

- Ability to work with minimal supervision.
- Ability to maintain an accurate schedule of appointments and events.
- Ability to exercise good judgment and to act independently in a high stress environment.

Required Minimum Qualifications

- High school graduate or equivalent.
- Five years' experience *or* Bachelor's degree with three years experience in increasingly responsible office positions, preferably in a higher educational setting.
- Keyboarding exam and score of 55 wpm.
- Excellent skills using Microsoft Office software including Excel, Word, PowerPoint, Outlook and FrontPage.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Certified Professional Secretary (CPS) certification.
- Knowledge of the mission and goals of the University, APSU and TBR policies and guidelines and Sungard Banner software.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS