

*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  
President's Office  
Regular Full-Time Position  
Position Number 388010**

**General Description**

The Senior Administrative Assistant works under primary supervision of the President and performs a variety of secretarial/receptionist tasks and other job-related duties as assigned.

**Primary Duties and Responsibilities**

- Answer telephone, evaluate callers' needs and handle calls appropriately.
- Type reports, letters and other correspondence.
- Prepare purchase orders and other university forms.
- Provide for pick-up and delivery of on-campus mail; sort, screen, and record all incoming mail.
- Maintain accurate filing system.
- Maintain inventory of office supplies.
- Schedule appointments for President in absence of Executive Secretary.
- Make travel arrangements for President.
- Assist Executive Secretary and Executive Assistant to the President with routine and special projects.
- Prepare payrolls for President and student employees.
- Maintain inventory of required office supplies.
- Prepare annual University Standing Committees list and letters to committee members.
- Prepare retention, tenure and promotion letters to faculty.
- Reconcile monthly budgets for President's office accounts.
- Assist with President's Emerging Leaders Program to include (but not limited to) the following:
  - Prepare letters to prospective students, screen PELP applications, prepare files for each applicant and contact committee for review of files and rate applicants.
  - Make arrangements for student interviews, prepare letters to students, contact interviewers and arrange for orientation.
  - Talk with prospective students, parents and high school personnel about the program.
  - Make arrangements for breakfast and dinner meetings.
  - Prepare purchase requisitions.
  - Monitor student grades and progress toward completion of program.
- 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 strict 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 remain pleasant during difficult encounters.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- Knowledge of and experience using Microsoft Word, Excel and PowerPoint.
- Keyboarding exam and score of 55 wpm.
- Three years secretarial experience with two years in an executive office setting.
- A background check will be required of the successful applicant.

### **Preferred Qualifications**

- Experience working in a university environment

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**