

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
Vice President for Student Affairs
Regular Full-Time Position
Position Number 573110**

General Description

This position is under the general supervision of the Vice President for Student Affairs and provides administrative support and program assistance to the VPSA as well as other professional staff in the Student Affairs central office. In addition, the incumbent is expected to work cooperatively with and serve in an advisory capacity to directors and other staff in the Division of Student Affairs.

Primary Duties and Responsibilities

- Provide primary administrative support for the VPSA as well as other professional office staff as needed.
- Assist in greeting office visitors, directing inquiries as appropriate, answering telephones and assuring requests for assistance are handled in a timely and professional manner.
- Assist in resolving problems for students, faculty, staff and the public.
- Arrange appointments and schedule meetings for office staff; process incoming and outgoing mail.
- Coordinate daily activities with other staff in the Student Affairs central office.
- Make travel arrangements; prepare and process travel authorizations/claims, etc.,
- Maintain an accurate filing system (electronic and paper) so that information is readily available.
- Prepare correspondence, reports, payroll forms and other University documents.
- Ensure that policies/procedures are in compliance with APSU and TBR.
- Initiate and process University contracts in concert with Legal Affairs staff.
- Monitor and reconcile budget expenditures; assist in the preparation and distribution of budget documents; maintain budget files; prepare annual student activity fee budget request.
- Create and maintain spreadsheets and databases.
- Participate in training that supports University-mandated changes or skills development.
- Provide research assistance via the web and reference materials; gather information and assist in the preparation/execution of reports and programs.
- Assist in implementation and provide support for special and ongoing events, such as recognition programs, Summer Welcome, parent/family events, training programs, speakers and other student events coordinated by the office and division.
- Collect materials and prepare for director and division meetings; attend, record, prepare and distribute minutes from the meetings.
- Maintain all staff personnel records including absence and travel forms; maintain and update division personnel contact information and organizational charts.
- Assist with the maintenance, organization and creation of division web pages; update regularly and ensure information is accurate.
- Work closely with the VPSA on tasks/projects required for efficient functioning of the office and division to include follow-up with others on assignments or information requested.
- Serve on various Student Affairs and University committees.
- Perform various other Student Affairs functions and administrative support duties as required.
- 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.
- Ability to determine daily priorities for assignments, projects, meetings and appointments.
- Ability to accomplish job-related tasks without direct supervision.
- Ability to work some evening and weekend hours.

Required Minimum Qualifications

- High school graduate or equivalent.
- Computer literacy.
- Three years of previous office experience.
- Keyboarding exam and score of 55 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Bachelor's degree or some college.
- Good organizational skills highly preferred.
- Knowledge of SungardHE Banner software.
- Experience working in a university environment.

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