

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.

**Administrative Assistant 2
Admissions
Regular Full-Time Position
Position Number 341500**

General Description

The Administrative Assistant 2 reports to the Office Supervisor and is responsible for creating a warm and inviting environment for University visitors and guests of the Office of Admissions.

Primary Duties and Responsibilities

- Greet and welcome University visitors and guests of the Admissions Office to include current and prospective students, families and members of the APSU and Clarksville communities.
- Disseminate general campus information. Direct visitors and guests with less general questions to the appropriate University office.
- Manage all administrative aspects of the campus tour program to include scheduling visit dates and times, scheduling appointments with other campus offices, processing paperwork, working with Gov's Ambassadors, producing and mailing of campus tour-related correspondence and organizing special and group tours.
- Maintain statistics for all campus tours; compile weekly, monthly and annual reports.
- Use radio communication equipment to converse with campus tour groups.
- Manage all aspects of the Admissions reception area in the lobby of the Ellington building to include assurance of an aesthetically pleasing and functional space and the proper inventory of admissions materials.
- Act in a supporting capacity for all recruitment support activities to include front-line telephone, email, mailing and reception activities.
- Act in a supporting capacity for all application processing activities including the creation of application files, tracking and filing of received application materials, data entry of application information and answering of application inquiries.
- Seek out and initiate methods of conducting duties and responsibilities to produce greater efficiency.
- Participate in and assist with the coordination of special events to include Main Campus and Fort Campbell registrations, AP Day, Summer Welcome and other special recruitment events.
- Serve on University and Tennessee Board of Regents task forces and committees as assigned.
- Drive prospective students and/or current students for campus tours and other university events.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to coordinate special projects as assigned.

Essential Functions Continued

- Ability to accurately prepare, evaluate and process records and reports.
- Ability to work independently.
- Ability to work evenings or extended hours as needed.

Required Minimum Qualifications

- High school graduate or equivalent.
- Personal computer experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience using Microsoft Office Suite.
- Previous reception and/or visitor management experience.

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