

*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  
Allied Health/Agriculture  
Regular Full-Time Position  
Position Number - 331310**

**General Description**

The Administrative Assistant 2 is under general supervision of the Chairpersons, and performs all secretarial duties for the departments.

**Primary Duties and Responsibilities**

- Maintain calendar for chairpersons and provide notification of due dates.
- Answer telephone lines and serve as receptionist for departments.
- Type materials as needed for faculty and the departmental chairpersons.
- Type purchase orders for supplies and maintain books on three departmental accounts; maintain receiving reports and confirm purchases for accounts payable.
- Pick up and distribute mail from APSU Post Office.
- Prepare faculty time sheets for payroll; maintain records of sick and annual leave for full-time faculty.
- Maintain departmental files and work with program directors to keep updated, current program files.
- Maintain paper and necessary supplies for operation and maintenance of the copier.
- Responsible for using Banner software systems for financial, faculty and student records.
- Maintain office supplies for department.
- Assist the Office of Public Affairs in the preparation of brochures and newsletters for the Department.
- Process travel claims and university vehicle requests for the departmental faculty.
- Receive and distribute all incoming freight (packages) for faculty.
- Report and follow-up on needed building maintenance and repairs.
- Ensure that records of meetings, action by committees and councils and other policy data are readily accessible by the Chairperson and others.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to maintain confidentiality.
- Ability to efficiently operate Microsoft software and other University-required systems.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to communicate effectively.
- Ability to maintain accurate departmental files.
- Ability to accurately prepare and process purchase requisitions and reports.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Previous office experience.
- Proficient in Microsoft Word.
- A background check will be required of the successful applicant.

**Additional Preferred Qualifications**

- Two years of office experience in a position of increasing responsibility.
- Previous work experience in the healthcare system.

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