

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
Military Science
Regular Part-Time Position - 75% (28.13 hours per week)
Position Number 477210**

General Description

The Administrative Assistant 2 is under general supervision and is responsible for performing various secretarial tasks for Military Science.

Primary Duties and Responsibilities

- Serve as University liaison for Military Science Department.
- Answer telephone, provide general information and screen incoming communications; refer calls to appropriate person/department.
- Prepare and maintain accurate filing system, controlling access to releasable information from personnel records and reports, cognizant of the Privacy Act.
- Maintain calendar for Professor of Military Science.
- Pick up, sort and distribute mail.
- Utilize personal computer, typewriter, fax machine, answering machine, copier and shredder.
- Responsible for inputting department schedules and teaching load information, scheduling rooms, appointments and work orders utilizing University information systems.
- Receive, review, prepare and process various cadre personnel actions utilizing various DA and DD forms including NCOERs/OERs, travel orders/claims, in-processing/out-processing of cadre, family separation allowance, stop/start allotments, direct deposits, SGLI, awards and DODMERB forms.
- Schedule DODMERB physicals.
- POC for cadre actions which include: PERSTEMPO, Rating Schemes, UCFRs, non-deployable reports and AAA-162s (personnel accountability).
- Maintain awareness of all necessary suspense dates at all levels; University/battalion, region and brigade.
- Update departmental information binders and duty/social rosters; post changes to Army regulations, circulars and other documents as needed by the college, Region, or Brigade.
- Maintain ROTC Housing Scholarship information, spreadsheet and contacts.
- Initiate and track administrative actions on Green to Gold Active Duty Option cadets.
- 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.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office experience.
- Keyboarding test and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Knowledge of military office standards of procedures.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS