

*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  
Physical Plant  
Regular Full-Time Position  
Position Number 605000**

**General Description**

The Administrative Assistant 2 is under general supervision of the Physical Plant Director and is responsible for performing clerical/secretarial duties for the Physical Plant.

**Primary Duties and Responsibilities**

- Prepare/type correspondence: memos, letters, reports, minutes, etc.
- Answer telephone, screen incoming communications and refer calls to the appropriate person/department.
- Maintain departmental files.
- Receive emergency work orders by phone and refer to proper department.
- Use emergency 2-way radio to communicate with Physical Plant employees.
- Pick up, stamp and distribute all incoming mail.
- Maintain stock of office supplies, etc.
- Provide clerical support for Project Management and Environmental Health Safety.
- Schedule meetings and maintain calendar for Physical Plant.
- Record daily personnel absenteeism; maintain records of overtime and compensatory time and backup payroll files for audit purposes.
- Prepare and maintain all payroll records for the Physical Plant.
- Perform minor updates to Physical Plant website.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a calculator, 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 receive and quickly process large numbers of incoming messages, work requests, etc.
- Ability to perform modern office practices and processes such as typing, filing, telephone skills, report preparation, etc.
- Ability to make accurate mathematical computations.
- Ability to maintain and report payroll data on a timely and accurate basis for all Physical Plant employees.

**Required Minimum Qualifications**

- High school graduate or equivalent.
- Computer and word processing skills.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Two years of prior payroll experience.

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