

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
Physics & Astronomy
Regular Full - Time ModFY Position
(9-Months effective August 16 - May 15)
Position Number 137010**

General Description

The Administrative Assistant 2 is under general supervision of the Department Chair and performs secretarial and laboratory duties for the department.

Primary Duties and Responsibilities

Introductory Physics Laboratory Supervisor Responsibilities

- Assist professors with the laboratories to ensure the equipment and computers are set up with appropriate software, and data acquisition systems are setup before each class; assist instructors with lab activities.
- Train student workers to set-up laboratories with appropriate equipment and instruct them on how to operate the equipment. When students are not available, the lab instructor will serve as backup for setting up labs.
- Maintain computer records for the laboratories written by physics faculty. Send laboratory materials to media services to be copied and bound. Send bound manuals to Bookstore for students to purchase.
- Maintain software licensing agreements on MathLab, Mathematica, Electronic Workbench, LabView, and other physics related software.

Secretarial Responsibilities

- Answer telephone and serve as receptionist for department.
- Type exams, class outlines, handout sheets, letters, memorandums, textbook orders, faculty evaluations, retention and tenure forms and other correspondence.
- Pick up and deliver mail daily.
- Responsible for the Banner input of teaching schedules, student overloads and overrides, and major-minor changes for all terms on campus and Fort Campbell.
- Complete extra compensation and adjunct pay forms each semester.
- Maintain departmental records, both on the computer and in filing cabinets.
- Assist Department Chair with preparing physics recruitment materials, scheduling events and preparing and mailing letters.
- Maintain records of curriculum changes and make appropriate changes each year in the APSU Bulletin.
- Assist Department Chair in developing and maintaining articulation agreements with other universities and TBR community colleges.
- Responsible for hiring, training and monitoring the work of student employees.
- Maintain current files on physics alumni.
- Copy tests and miscellaneous paperwork for faculty as needed.
- Prepare purchase requisitions and maintain files of subsequent purchase orders and receiving reports; distribute the items ordered to appropriate faculty.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently use a personal computer.
- Ability to effectively learn and use Microsoft Word and Excel, and other software packages such as Graphical Analysis, Electronic Workshop and AutoCAD.
- Ability to efficiently learn and use introductory physics laboratory equipment.
- Ability to maintain accurate departmental files.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to accept responsibility with minimal supervision.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of office experience.
- Word processing and computer skills.
- Keyboarding exam and score of 45 wpm.
- Experience with or the desire and ability to learn how to use introductory physics laboratory equipment.

Additional Preferred Qualifications

- B.S. in Physics or other field of science.
- Experience using Word, Excel, and other software packages such as Graphical Analysis, Electronic Workshop and AutoCAD beneficial.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS