

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
Psychology
Regular Full-Time Position
Position Number 235010**

General Description

The Administrative Assistant 2 works under general supervision and performs secretarial duties for the department which includes approximately 14 faculty members.

Primary Duties and Responsibilities

- Type exams, memoranda, letters and other departmental correspondence.
- Prepare attendance reports for students, semi-monthly and monthly payrolls.
- Pick up and deliver mail for the Psychology department.
- Maintain inventory and order needed supplies.
- Duplicate materials.
- Answer incoming calls and transfer to appropriate person.
- Send letters to undecided majors.
- Prepare instructional load forms, Book Request forms, purchase orders, work orders and other forms as needed.
- Prepare purchase orders, maintain receiving reports and confirm receipt of purchases.
- Input overrides, overloads, and other data into Banner; coordinate changes with the Office of the Registrar as needed.
- Prepare work schedules and assign duties to student employees.
- File all correspondence.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently use a personal computer and associated software.
- Ability to maintain accurate departmental files.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to organize effectively.
- Ability to maintain confidentiality.
- Ability to communicate effectively.
- 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.
- Keyboarding test and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Prefer previous office administration experience in a University setting.

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