

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
Theatre & Dance
Regular Part - Time Position (53%)
Position Number 343400**

The Administrative Assistant 2 is under general supervision of the Administrative Coordinator and performs all secretarial duties for the area of Theatre and Dance.

Primary Duties and Responsibilities

- Serve as receptionist, answer incoming calls, respond to inquiries or transfer calls to the appropriate person.
- Process and distribute incoming and outgoing mail.
- Process purchase orders, travel claims, work orders and other forms.
- Assist the Administrative Coordinator in monitoring departmental budgets.
- Supervise student employees: assign duties, maintain record of work performed and process timesheets.
- Complete hiring forms for adjunct faculty.
- Process adjunct pay forms as well as extra compensation pay forms for regular full-time faculty.
- Maintain departmental files.
- Maintain up-to-date personnel files for department faculty, staff and student employees.
- Schedule appointments for Administrative Coordinator.
- Assist the Administrative Coordinator in the preparation of the schedule of classes offered by the department each term.
- Prepare book list for bookstore consisting of each faculty member's selection of books taught each term.
- Responsible for the data entry of term schedules, student overloads, permits and major/minor changes.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to perform the primary duties and responsibilities of position.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to perform basic mathematical computations (e.g. percentages) related to budget, pay sheets, etc.
- Ability to prepare and process accurate records, requisitions, timesheets and travel claims in a timely fashion.
- 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 effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately enter data into the computer system.
- Ability to accurately process office forms and paper work.
- Ability to process incoming and outgoing mail.
- Ability to work independently and with little supervision.

Required Minimum Qualifications

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

Additional Preferred Qualifications

- Keyboarding score of 50 wpm.

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