

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
Office of the Registrar
Regular Full-Time Position
Position Number 477020**

General Description

The Administrative Assistant 2 is under general supervision and is primarily responsible for departmental secretarial duties including purchase requisitions and office related correspondence.

Primary Duties and Responsibilities

- Responsible for internal and external correspondence; letters and memoranda to faculty, students and administrative personnel from Registrar.
- Responsible for the distribution of University Bulletin to departments for yearly edits; process and verify edits received from departments.
- Responsible for maintenance and updates of bulletin in the analog online system.
- Liaison to editor and publisher for University Bulletin.
- Responsible for updating course descriptions and loading new courses in Banner Student.
- Responsible for building course prerequisites, co-requisites and restrictions in Banner Student.
- Responsible for loading RODP schedule of classes in Banner.
- Registration ombudsman/problem solver.
- Prepare purchase requisitions and maintain inventory for supplies and equipment.
- Prepare work orders.
- Prepare and update forms for production and maintains inventory.
- Order information printed by Media Center.
- Screen mail and appointments for Registrar.
- Handle routine information requests, research problems or provide appropriate referral.
- Responsible for updating Academic Calendar.
- 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.
- Ability to problem-solve, act independently and coordinate on-going projects.

Required Minimum Qualifications

- High school graduate or equivalent.
- One year of office experience.
- Word processing and computer skills.
- Keyboarding exam and score of 45 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years of college.
- Keyboarding score of 50 wpm.
- Certified Professional Secretary credentials.
- Experience with interactive computer systems and Excel and Word.
- Knowledge of SungardHE Banner student information systems.
- University experience.

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