

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 3
Academic Affairs
Regular Full-Time Position
Position Number 305010**

General Description

The Administrative Assistant 3 is under general supervision and performs a variety of secretarial/receptionist tasks and other related duties as assigned.

Primary Duties and Responsibilities

- Serve as receptionist and greet visitors to the office, evaluating their needs and directing them appropriately.
 - Answer telephone, evaluate callers' needs and transfer calls appropriately.
 - Initiate/confirm meeting schedules for Provost/Vice President and Assistant Vice President.
 - Prepare departmental purchase orders and maintain log with control numbers.
 - Order/receive catering for events as assigned.
 - Reserve rooms for meetings/events as assigned.
 - Create travel arrangements for AVPAA; Prepare travel authorizations, travel claims and other University forms.
 - Process monthly and semi-monthly attendance reports, absence forms; maintain activity log for all direct reports to the Provost/Vice President.
 - Assist in monitoring the work of student employees.
 - Maintain log for all incoming and outgoing documents presented for signature, either through the mail or personal delivery; date stamp documents upon receipt.
 - Compose routine reports, letters, memoranda and other correspondence as required.
 - Maintain updated list of academic administrators and administrative assistants and distribute list.
 - Provide for pick-up and delivery of on-campus mail; sort, screen and distribute incoming mail according to office recipient; deliver campus out-going/off-campus mail to proper destination.
 - Maintain accurate traditional and electronic filing system.
 - Purchase and maintain an adequate inventory of office supplies.
 - Maintain purchasing card and submit monthly report as assigned.
 - Acquire necessary maintenance for all office equipment as assigned.
 - Gather information pertinent to student meetings with AVPAA.
 - Access, reconcile, and prepare summaries of AVPAA budgets.
 - Maintain procedures manual for administrative assistant 3 position in Academic Affairs.
- 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 remain pleasant in difficult encounters.
- 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 personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of university study or 5 years of office experience,
- Keyboarding exam and score of 50 wpm.
- MS Word skills necessary (Outlook, Word, Excel), mail mergers.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience working in a university environment.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS