

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
College of Business
Regular Full-Time Position
Position Number 392010

General Description

The Administrative Assistant 3 works under the supervision of the Dean of the College of Business and assists in the planning, organization, deployment and review of all activities, particularly those related to the need for equipment, supplies, student employees and the maintenance and storage of related information.

Primary Duties and Responsibilities

- Routinely prepare letters, memoranda and other correspondence and reports for the Dean and personnel who report directly to the Dean (except for department chairs).
- Maintain and review (monthly) College of Business budgets.
- Maintain personnel files on each faculty/staff member.
- Schedule college faculty meetings and record minutes as per Dean's request.
- Maintain travel records and forward to appropriate departments.
- Supervise student employees; hire, assign and schedule work. Maintain a log of hours worked and approve student hours through automated process. Handle complex issues related to student employees.
- Maintain current calendar for the Dean; make appointments and coordinate events.
- Read and review incoming mail and e-mail; answer incoming calls for Dean and Department Chair's administrative assistant (when out of office).
- Maintain a file of course syllabi per term.
- Order and maintain an inventory of supplies; process inventory requests.
- Check adjunct and overload forms to comply with workload and extra compensation policies.
- Assist Dean in efforts to organize and coordinate processes and paperwork related to the College Personnel Committee and Dean's office review of candidates for retention, tenure and promotion and post-tenure review processes per the personnel review calendar.
- Assist Dean in efforts to organize and coordinate processes and paperwork related to searches, appointments and evaluations for department chairs, professional staff and chairs of excellence in the College of Business.
- Maintain an efficient paper and computer-based filing and storage system.
- Assist in efforts to organize and coordinate processes and paperwork related to program assessment through internal and external review processes including the major comprehensive exams and annual strategic planning reports per reporting and evaluation cycles.
- Coordinate daily mail pickup and delivery with student employees and departmental administrative assistant.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to carry out primary duties and responsibilities of the position.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to learn new software and computer systems as necessary.
- Ability to communicate effectively and appropriately.

Essential Functions continued

- 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, spelling and numerical errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to make accurate mathematical calculations.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to pay attention to detail.
- Ability to accurately prepare and process records, requisitions and reports.
- Ability to use good judgment in solving problems.
- Ability to prepare and maintain an organized filing system.

Required Minimum Qualifications

- High school graduate or equivalent.
- Two years of previous office management work experience.
- Proficiency in using Microsoft Office.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Two years (or more) of college.
- Experience working in an APSU office.
- Background in the use and manipulation of academic database systems such as Banner.
- Experience with university accounting, budgetary and purchasing policies and processes.

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