

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
Enrollment Management and Academic Support
Regular Full-Time Position
Position Number 500010**

General Description

The Administrative Assistant 3 works under general supervision of the Dean of Enrollment Management and Academic Support. This position has primary responsibility for providing administrative support for the Dean.

Primary Duties and Responsibilities

- Provide administrative support for the Dean of Enrollment Management and Academic Support.
- Receive telephone calls and assure that requests for assistance are related to enrollment management and academic support and are handled in a timely and professional manner.
- Prepare meeting agendas; take minutes and process for distribution.
- Serve as office manager for the Office of Enrollment Management and Academic Support. Assure that policies and procedures for the reporting units are in line with APSU and TBR policies and procedures.
- Coordinate data collection and analyze data to assist in determining the impact of academic support on student retention.
- Prepare related technical reports for the University community.
- Submit technical retention data reports to the Consortium of Student Retention Data Exchange.
- Assist the Dean in maintaining contact with departmental faculty and staff to facilitate academic enhancement initiatives and services for APSU students.
- Maintain an accurate filing system (electronic and paper) so that information is readily available.
- Maintain supplies inventory for the department.
- Supervise and effectively organize student employees assigned to the Dean's office.
- Maintain personnel records including payroll, attendance, leave and travel forms, etc. for staff, graduate assistants and student employees.
- Process all incoming and outgoing mail; sort and distribute as appropriate.
- Participate in training that supports university-mandated changes.
- Manage travel arrangements required by the office.
- Arrange Grad Finale event on campus.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to maintain a professional office environment and manage office tasks in a professional manner.
- Ability to communicate effectively using correct grammar, tact and diplomacy to create a positive image for a high-visibility office.
- Ability to work effectively in a high-stress, high-visibility position without showing frustration.
- Ability to accomplish job-related tasks without direct supervision.
- Ability to properly maintain budgetary accounting records.
- Ability to interpret statistical reports and process information appropriately
- Ability to demonstrate sound judgment in working with people and in decision-making.

Essential Functions continued

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- 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.
- Ability to accurately prepare and process records, requisitions, and technical reports related to all academic support initiatives.
- Ability to understand and process technical data from multiple sources.

Required Minimum Qualifications

- High school graduate or equivalent.
- Keyboarding exam and score of 50 wpm.
- Two years of previous office experience.
- Strong oral and written communication skills.
- Computer literacy to include demonstrated ability to create, edit and store documents electronically, create spreadsheets and maintain databases.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Bachelor's degree.
- Prior higher education experience.
- Five years of office experience.
- Strong organizational skills.
- Supervisory ability.

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