

*Austin Peay State University, founded in 1927, is a comprehensive state-assisted university with an enrollment of 8,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923-27.*

*APSU is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. Austin Peay 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. In addition to three baccalaureate degrees that can be earned totally online, APSU offers hundreds of Web-based classes.*

*Among APSU's many points of distinction are its designation as the state university for the liberal arts, two centers of excellence in the arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, Tenn., a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University has seen steady growth during the last five years.*

*APSU's 160-acre campus is Jeffersonian in design with large open spaces between buildings and a central quadrangle. Classic Georgian-style architecture dominates most of the 79 buildings, excluding buildings on APSU's campus at Fort Campbell and the University farm.*

**Administrative Assistant 3  
Office of the Assistant Vice President for Finance  
Regular Full-Time Position  
Position Number 512010**

**General Description**

The Administrative Assistant 3 is under the general supervision of the Assistant Vice President (AVP) and must be able to perform a variety of tasks. Office management duties may include supervision of student workers. The person in this position performs secretarial and clerical duties and serves as receptionist for the AVP. In addition, the individual in this position is expected to serve as a resource person and in an advisory capacity to directors and staff in Finance.

**Primary Duties and Responsibilities**

- Process correspondence and perform clerical functions for the Assistant Vice President.
- Coordinate and arrange meetings for the Assistant Vice President with the University community and off-campus groups.
- Work closely with the Assistant Vice President on tasks and/or projects required for efficient functioning of Finance to include follow-up with others on projects assigned by the AVP.
- Assist in solving problems for students, faculty, staff and the public within Finance.
- Assist with the preparation and distribution of financial statements.
- Assist departments in Finance in preparing reports when needed.
- Prepare and maintain payroll information, including leave calendar for Assistant Vice President, direct reports, student workers and self.
- Make travel arrangement; prepare and process travel authorization/claims, etc for the Assistant Vice President.
- Maintain and reconcile departmental operating budget.
- Function as receptionist for the Assistant Vice President; provide general information to the public and direct calls to appropriate personnel.
- Prepare or assist with the preparation of special requests, payments or reports required by federal, state, TBR or other University departments.
- Maintain TBR and APSU Policy Manuals including the coordinating the revision of policies, procedures, guidelines and other documents relative to Finance.
- Collect, sort and distribute office mail.
- Prepare daily mail cash receipt listing.
- Perform data entry tasks as needed.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as 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 work with minimal supervision.
- Ability to maintain an accurate schedule of appointments and events.

### **Essential Functions continued**

- Ability to exercise good judgment and to act independently in a high stress environment.
- Ability to effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner.
- Ability to accurately make mathematical computations.

### **Required Minimum Qualifications**

- High school graduate or equivalent.
- A successful score of 70% or better on the Prove It assessment test will be required for Microsoft Office for the successful applicant.
- Three years of office experience with increasing responsibility, preferably with financial duties.
- A background check and credit check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Certified Professional Secretary (CPS) certification.
- Three years of office experience with increasing responsibility, preferably with financial duties.
- Knowledge of the mission and goals of the University, APSU and TBR policies and guidelines.
- Experience with Sungard HE Banner System, Microsoft Word and Excel highly preferred.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**