

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 Behavioral & Health Sciences
Regular Full-Time Position
Position Number 396010

General Description

The Administrative Assistant 3 is under general supervision and performs secretarial duties for the Dean of College of Behavioral & Health Sciences. The incumbent works closely with other departments on campus.

Primary Duties and Responsibilities

- Prepare letters, memoranda and other correspondence.
- Maintain budget.
- Assist with state reports.
- Maintain personnel files on each faculty member/staff.
- Schedule faculty meetings and record minutes for the College/Department.
- Distribute enrollment status report and forward to Chairperson.
- Maintain all travel records for the College and forward to appropriate department.
- Make travel arrangements for Dean.
- Supervise student employees--assign and schedule work; maintain log of hours worked and process time sheets.
- Maintain current calendar for Dean.
- Assist with NCATE Evaluation.
- Maintain and purchase office supplies.
- Prepare annual survey.
- 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 effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Knowledge of and ability to use SungardHE Banner for Finance and Students.

Required Minimum Qualifications

- High school graduate or equivalent.
- Three years of office experience.
- Word processing experience.
- Keyboarding exam and score of 50 wpm.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience with Microsoft Office software and Macintosh applications.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS