

*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 Specialist  
Center of Excellence for the Creative Arts  
Regular Part-Time Position  
Position Number 643200**

**General Description**

The Center of Excellence for the Creative Arts provides support for affiliated departments of Music, Visual Arts, Creative Writing and Theatre/Dance. The Administrative Specialist monitors and assists in the flow of contracts, monitors and reports on CECA budgets, assists the director in identifying and applying for grants and other external funding, manages the mailing database, contracts with University and outside vendors for services and oversees daily operations of the Center. This is a 12 month, part-time position.

**Primary Duties and Responsibilities**

- Manage affiliated departmental contracts to ensure accuracy of services based on calendar of events, timeliness of delivery to Legal Affairs and payment to vendor.
- Manage affiliated departmental budgets and ensure that funds are allocated to proper accounts based on departmental requests; that funds are expensed according to University policy; meet with faculty coordinators monthly to review budget.
- Manage daily operations of the Center—ordering supplies, supervising the administrative assistant workflow, signing payment authorizations from affiliated departments for supplies, travel, professional development and other services based on review of the departmental budget.
- Assist the Director in identifying granting sources, developing a grant-writing team, working with the Office of Grants and Sponsored Research and writing of granting applications.
- Manage the Center mailing database; update the Center website.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to effectively manage the Center's needs and office with appropriate people skills.
- Knowledge of arts administration, budgeting and grantmaking.
- Knowledge of APSU contracts and budgeting.
- Ability to prepare and monitor Center budgets.
- Ability to assist with external funding and grant writing.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.).
- 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 handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

### **Required Minimum Qualifications**

- Bachelor's Degree in Business, Communication, Fine Arts, Museum Studies or related area.
- Previous work experience in budgeting and contract preparation.
- Excellent public relations, administrative and budget management skills.
- A background check will be required for the successful applicant.

### **Additional Preferred Qualifications**

- Master of Fine Arts, Master of Arts Administration or a related area.

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